QuickBooks Online Certification Training Guide

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TABLE OF CONTENTS

QUICKBOOKS ONLINE CERTIFICATION TRAINING OVERVIEW

QuickBooks Online Certification is designed to help you better serve and support your clients. It is designed to help you learn how your clients use QuickBooks and how you'll use it as an accounting professional to work with your client's files.

QUICKBOOKS ONLINE CERTIFICATION EXAM

After attending this course in a classroom session or viewing the self-paced video training, you'll be prepared to take the certification exam. The exam is a 60 question, multiple choice exam that will help you prepare to serve and support your clients on QuickBooks Online. Please visit the ProAdvisor tab in QuickBooks Online Accountant to take the exam.

QUICKBOOKS ONLINE ACCOUNTANT SIGN-UP

If you have not already signed up for QuickBooks Online Accountant, sign up for free at:

1. Visit: http://proadvisor.intuit.ca/cloud-accounting/quickbooks-online-accountant-edition.jsp
2. Click **Sign Up for Free.**
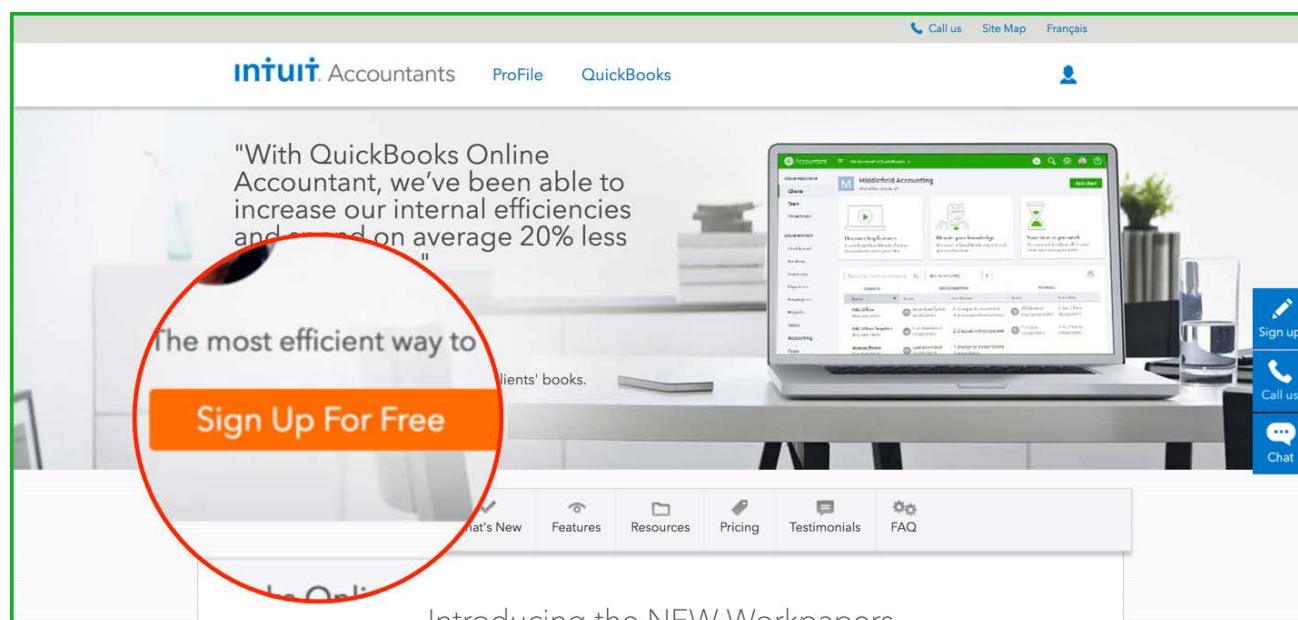
CHAPTER 1 - GETTING STARTED IN QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Accountant (QBOA) is designed to help you manage your client's files in QuickBooks Online. It's designed to increase your efficiency and provide the tools and resources you need to work effectively with clients. It's seamless integration with QuickBooks Online makes it easy to work in client files.

QuickBooks Online Accountant lets you do the following:

- Access client files anywhere, anytime with an internet connection
- Single sign on unlimited access to client files
- Manage less technology; no complicated networks or servers
- Reduce time spent on client file management
- Use specific tools designed for accountants and bookkeepers

QuickBooks Online lets you and your client work together to do the following:

- Handle all day-to-day transactions including sales invoices, payments, deposits, receipts
- Handle all expense transactions like bills, cheques, credit and debit card receipts
- Download bank transactions using your client's online banking
- Manage bank deposits and account reconciliations
- Manage small business payroll
- Create business reports

OBJECTIVES

After completing this chapter, you should be able to:

- Login to QuickBooks Online Accountant
- Navigate the client list
- Understand the components of the dashboard
- Add Team members
- Login and view client files
- Use the navigation bar
- Use the Company menu
- Connect to a client

SINGLE SIGN ON

To access single sign in to your client files, go to **ca.qbo.intuit.com.** Login to your QuickBooks Online Accountant account. You'll see the Client list that includes all your client files in one window.

1. Enter your **Email** or **User ID**
2. Enter your **Password** → Click **Sign In**.

After signing in, QuickBooks displays the client list. This list includes all the company files that you're working with in QuickBooks Online Accountant.

NAVIGATING QUICKBOOKS ONLINE ACCOUNTANT

1. Click [**Accountant**] to go back to the Client Dashboard from wherever you are in QuickBooks. This acts as a Home button for QuickBooks Online Accountant.

2. Click [**Go to client's QuickBooks ▼**] to toggle to another client's file.

3. Click the [**+**] to add a new **Client** or add a new **User**.
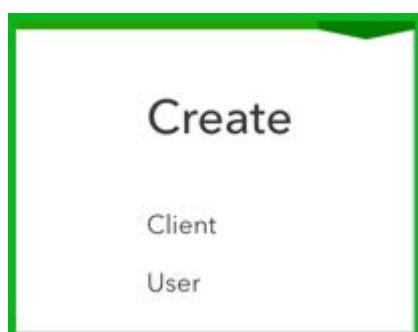
4. Click the Gear icon to view the menu. This menu includes:
   - Menu options to work within your own "**Your Books**" QuickBooks file
   - **Your Account** and **Your Team**
   - Link to the **Sample Company**
   - Link to **Resolve Duplicate Clients**

CLIENTS

Click the client name to display more detailed information:

- **Notes – add notes for client files in the Notes section**

- **Bookkeeping** – click this link to review the client's file status such as the **Closing Date**, **Last Signed In,** and **Last Download** and review key accounts in your client file. Click the items under the **Review in QuickBooks** section to review problem areas in QuickBooks.

- **Payroll –** click this link to review the Next pay date, Last pay date and View All pay cheques or Run Payroll
  - Click the drop-down menu to choose Recent tax payments or Recent Form Filings

- **Shared Documents –** You can upload documents for clients. Clients can also upload documents for you as needed. Both you and your client can download these documents. Click upload to upload documents to the QBOA **Shared documents** tab.

- **Click the** **icon to open the company file.**

Great White North Snow Removal 6475551234	Closed 28-02-2017			
Green Tree Landscapes	Closed 31-12-2016	19 unaccepted transactions	Last download 10-07-2017	Pay date 15-07-2017

BOOKKEEPING

For Review – in this column QuickBooks Online highlights potential problem areas in your client file. Key information that'll appear in this column is the following:

- Unaccepted transactions
- Change to closed books
- Failed download
- Cheque without payee
- Change to reconciled

- **Banking** - Review the status of the recent online banking downloads

Canada Fitness	qb	Closed 31-12-2015	1 change to closed books 1 change to reconciled	Last download 30-11-2015

- **Payroll** - Review the status of your client's payroll status and Items due.

qb	Pay date 17-06-2016	2016: Start review

- **Tax** – Start Review of your client file in QuickBooks Online Accountant Working Papers (Learn more about this in QuickBooks Online Accountant Advanced Certification)

qb	Pay date 17-06-2016	2016: Start review

TEAM

In QuickBooks Online accountant you'll add members of your firm in the Team section. This lets you setup users within your firm and give them rights to your firm books as well as access to work in client files. To add a Team member:

1. Click **Team → Add User**
2. Enter the **Name** and **Email** → Click **Next**

3. Choose the access for the user to the Firm Books
4. Click **Next**

5. Specify which clients the new user will have access to → Click Save.

CONNECTING TO YOUR CLIENT

There are two ways to get connected to your client's in QuickBooks:

1. They can invite you to be an accountant user.
2. You can setup a client from scratch and they'll be added to your client list automatically.

To connect with your client, have them client invite you using the following steps:

1. Click the **Gear** icon to open the menu.
2. Click **Manage Users** → Click **Invite Accountant.**

3. Your client now enters the name of the accounting professional.
4. Enter the **Email address** → Click **Next.**
5. Click **Finish**.

NOTE: Every company file in QuickBooks Online can have **2 Accounting Firms** as users in their company file. The accountant user is considered a free user.

CHAPTER 2 – GETTING STARTED IN QUICKBOOKS ONLINE

QuickBooks Online (QBO) is designed to be intuitive, fast, and simple to use. The 'click and go' navigation makes it easy for you to find what you need quickly so you spend less time doing the books and more time working on your business. The user interface is simple and contains fewer menus, which results in fewer clicks to find the transactions and other information you are looking for.

OBJECTIVES

After completing this chapter, you should be able to:

- Use the Create menu
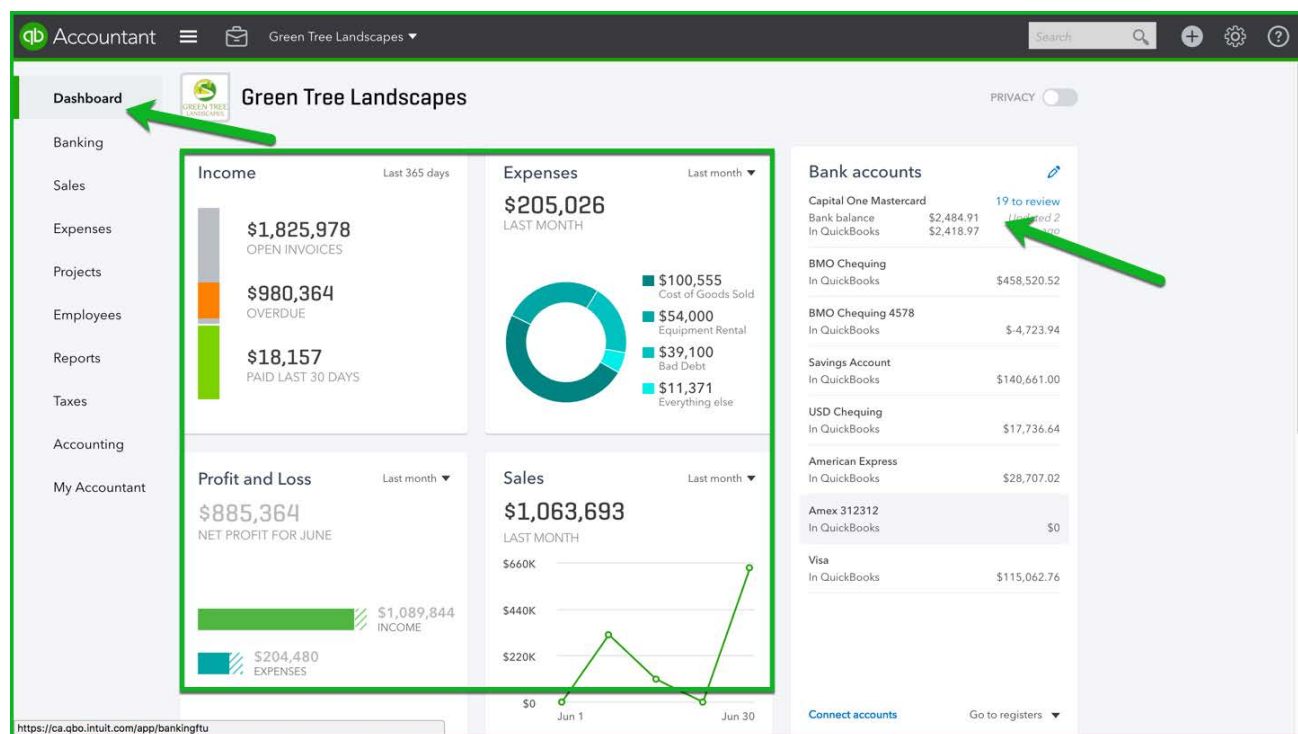- Use the Navigation bar
- Use the Company menu

NOTE: QuickBooks Online works best in **Google's Chrome** browser, but it also works with Firefox (**IE and Safari are not recommended and are not fully supported**). It's useful to bookmark your login page.

1. Your clients will sign into QuickBooks Online at **ca.qbo.intuit.com.** They'll see the same window you see when logging in, but they will not view QBO through the QBOA version.

DASHBOARD

The **Dashboard** is the first window you view when you open QuickBooks Online. It includes a basic Profit & Loss for your client's business. It also includes recent activity and banking information.
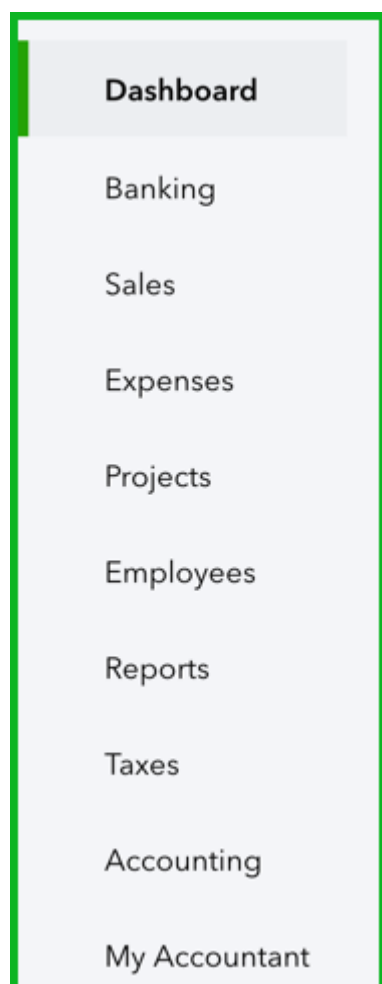
CREATE MENU

Most of your client's day-to-day work will be recorded using the create menu at the top of the QuickBooks window.

1. Click the **+** at the top of the QuickBooks window to view the menu.

2. Click any link to open the transaction.
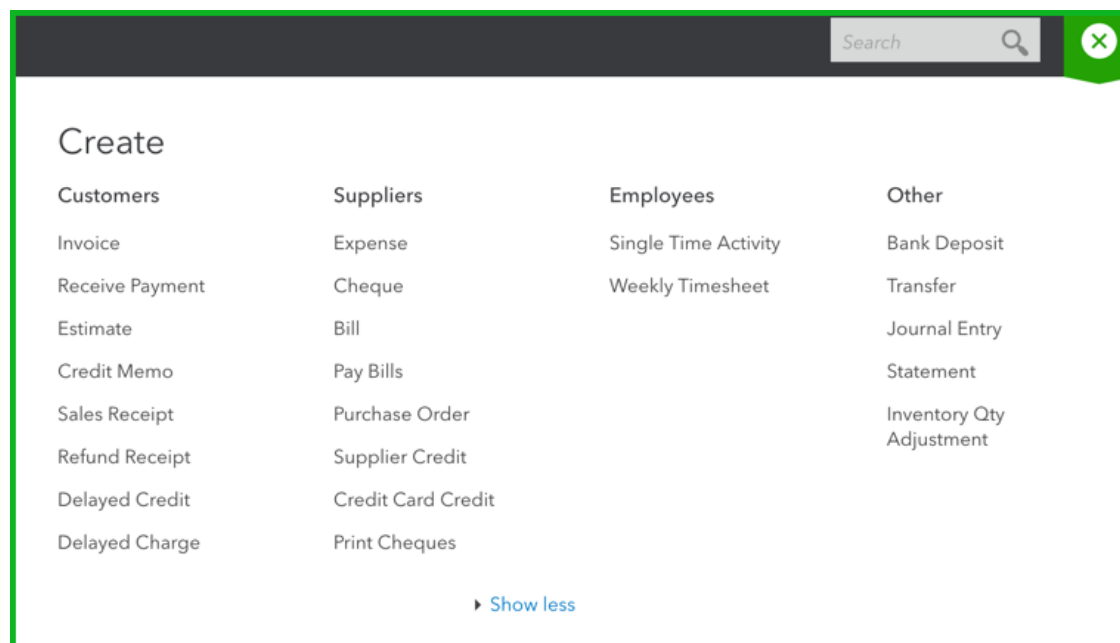
NAVIGATION BAR

The left-hand navigation bar lets you find the information you enter using the Create menu.


The navigation bar lets you find information based on the name or by the transaction type.

1. Click **Sales** to view your **Customers, Products and Services** and a sales listing**.**
2. Click **Expenses** view the **Supplier**s list and expense transactions.
3. Click Banking to view the **Online Banking** and **Bank Rules**.
4. **Reports** – lets you find information about the client file in report format.
5. **Taxes** – you'll access this area to setup and file sales taxes and to view Payroll tax information
6. Click **Accounting** to view the **Chart of Accounts** and the **Reconcile** window.
7. **My Accountant -** includes a link for the client to invite you to be their accountant.

COMPANY MENU

The **Company** menu is in the top right corner of your QuickBooks Online window, and is accessed by clicking your **Gear** icon.
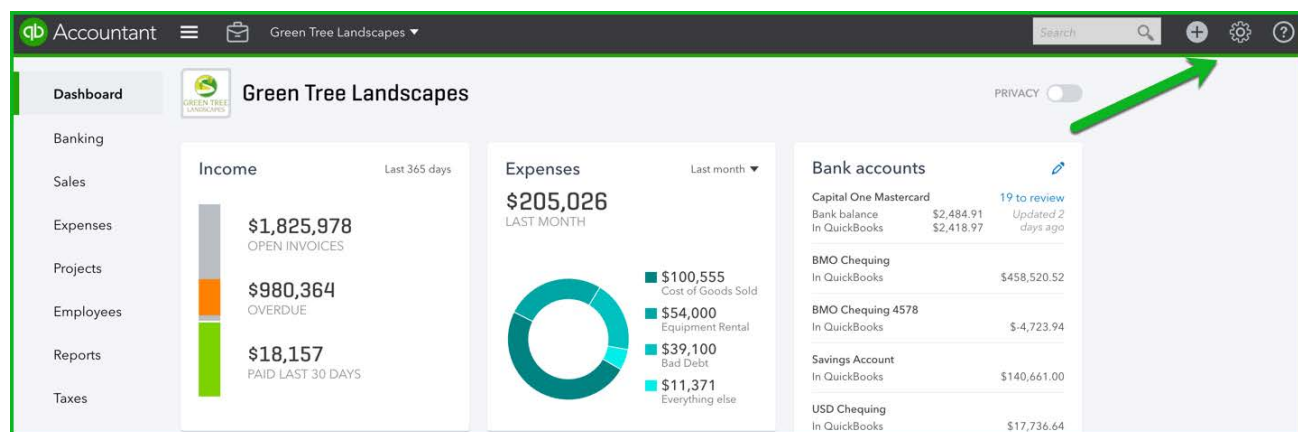

The **Gear** icon is used for important but less frequently used tasks, activities, and transactions.
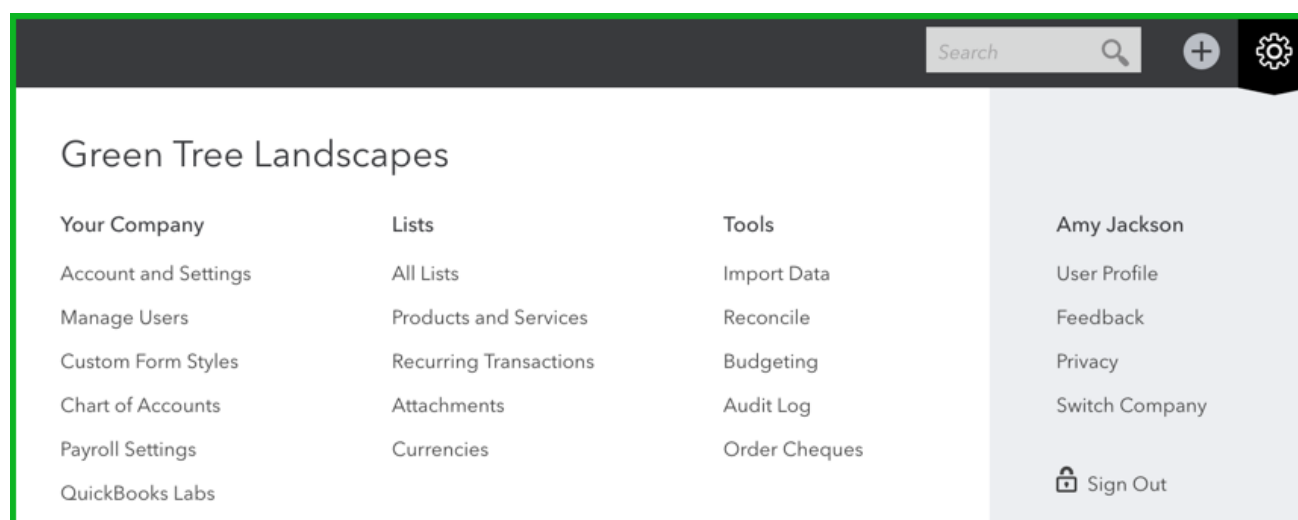
SHORTCUTS

There is a handy list of shortcuts in QuickBooks Online. It can be accessed by pressing the following keys at the same time:

CTRL + ALT + ? When you press this shortcut, QuickBooks Online displays the list of shortcuts. This window also displays the client's **Company ID**.
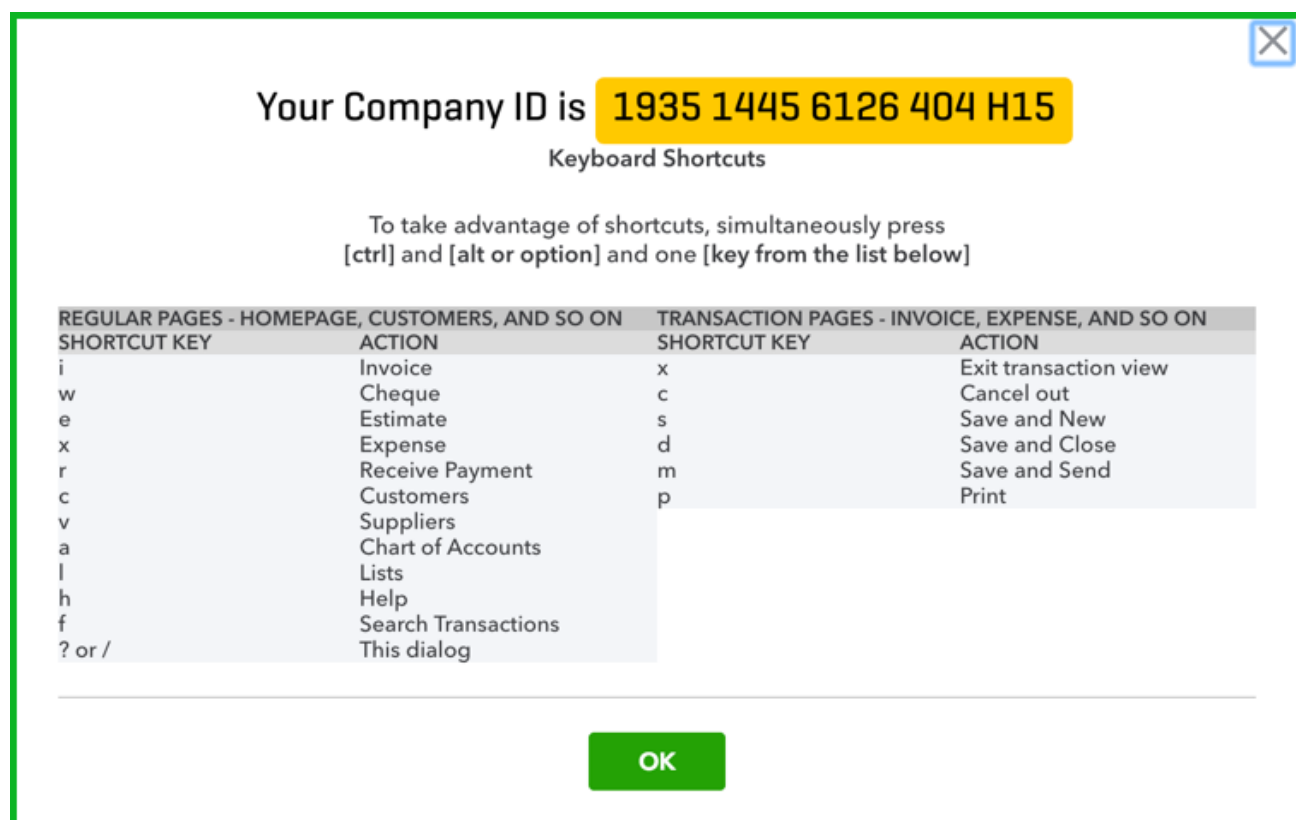
In addition to these shortcuts, you can access date shortcuts on transactions. To use the date shortcuts, place your cursor in any date field in QuickBooks online and use the following shortcut keys:

- **T** – enters today's date
- **W** – enter the first day in the week
- **K** – enters the last day in the week
- **Y** – enters the first day in the year
- **R** – enters the last day in the year
- **M** – enters the first day in the month
- **H** – enters the last day in the month

HOW QUICKBOOKS IS BUILT

QuickBooks uses a few basic elements to make it easy for you and your client to enter information and do the required accounting tasks. QuickBooks uses lists and transactions to make the accounting entries.

Lists

QuickBooks lists include customers, suppliers, employees, products & services, and the chart of accounts, etc. You add entries to a list so they can be used whenever needed. This means that you don't have to enter names or accounts each time they're used. The purpose of lists in QuickBooks are:

- Make it easy for your client to fill out transaction forms.

- Save time on data entry.

Chart of Accounts

The chart of accounts is in the Transactions menu on the navigation bar and it also located in the Gear icon. To add a new account:

1. Click the **Gear** icon → **Chart of Accounts**
2. Click **New**
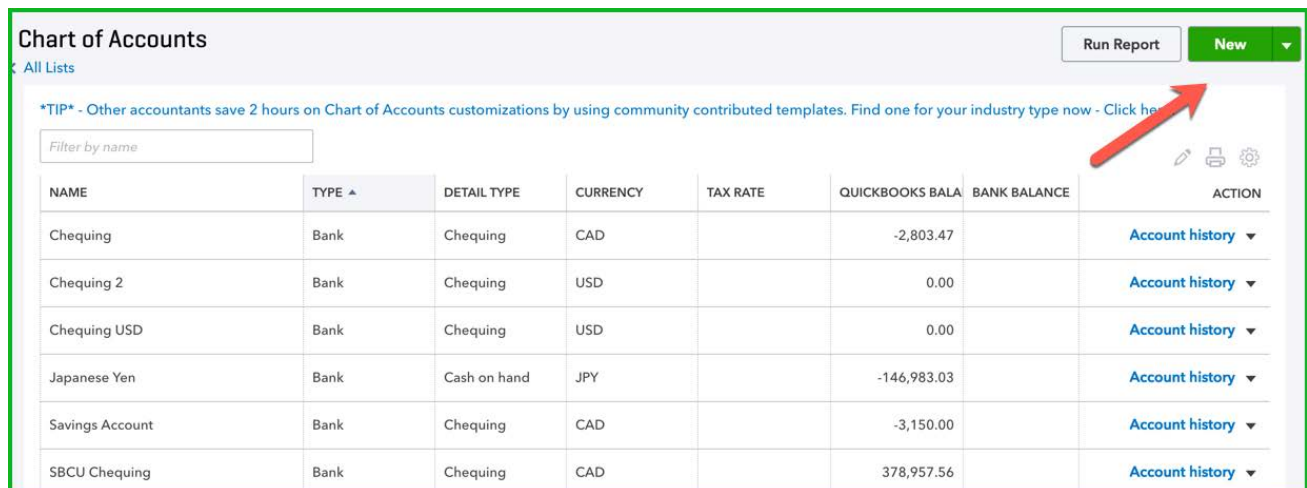
3. Choose the **Category Type** → and **Detail Type**. **Note**: these are required fields.
4. Enter the **Name.**

Note: The **Detail Type** is a required field, although it has no effect on anything in QuickBooks. This is a placeholder for future development of the product. Selecting the **Detail Type** gives the account a name which can be edited in the **Name** field.

Expense Accounts

You'll add expense accounts like any other account, but you'll have an additional option to add a tax code. Adding a tax code ensures that your client adds tax to their expense transactions.

Subaccounts

Add subaccounts to track more detail about your client's expenses. Subaccounts will display indented below their parent account on the chart of accounts. You can view the details on reports or you can collapse information into the parent account.

To add a sub-account, create the account and select the **Is sub-account** option → Choose the parent account in the menu below.
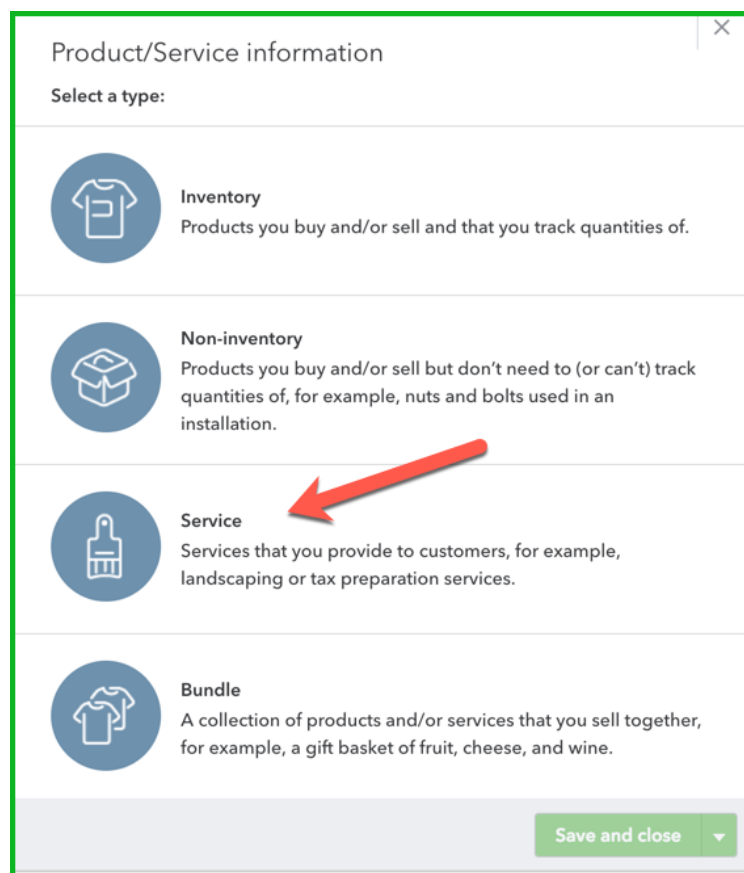
Products & Services List

To easily track the services and products that your clients sell, you'll add them to the client's Products and Services list. There are 3 purposes of the products and services list:

1. Make it easy for your client to fill out transaction forms
2. Act as "pointers" to do correct accounting entries. Debit and Credits are done using the accounts linked to the product or service and the type of form.
3. Keep track of inventory on hand.

To create a new service:

1. Click **Gear** Icon → Click **Products and Services**.
2. Click Add **New** → Choose the **Type** of item to setup.

3. Complete the information including the **Name** of the service. This will be what displays on the customer's sales form.
4. Enter the **Sales information** and **Sales price/rate** if necessary. These are optional fields, as they can be added to each sales form as needed.
5. Choose the **Income Account** (account to be credited each time a sale is made).
6. Add the Tax Code (This ensures that your clients are adding sales tax to sales) → Click **Save and Close**.

Sales Tax Rate List

To view the sales tax rates in QuickBooks; click Sales Tax on the Navigation bar. In this window, you see all the taxes you've setup for your client.

When you setup taxes for the first time, QuickBooks enables the sales tax for the province where the business is located. You can add sales tax for different provinces if necessary. Click **Edit GST/HST** to find more details.

When you turn on sales tax, you can add sales taxes to account setup and to transaction forms.
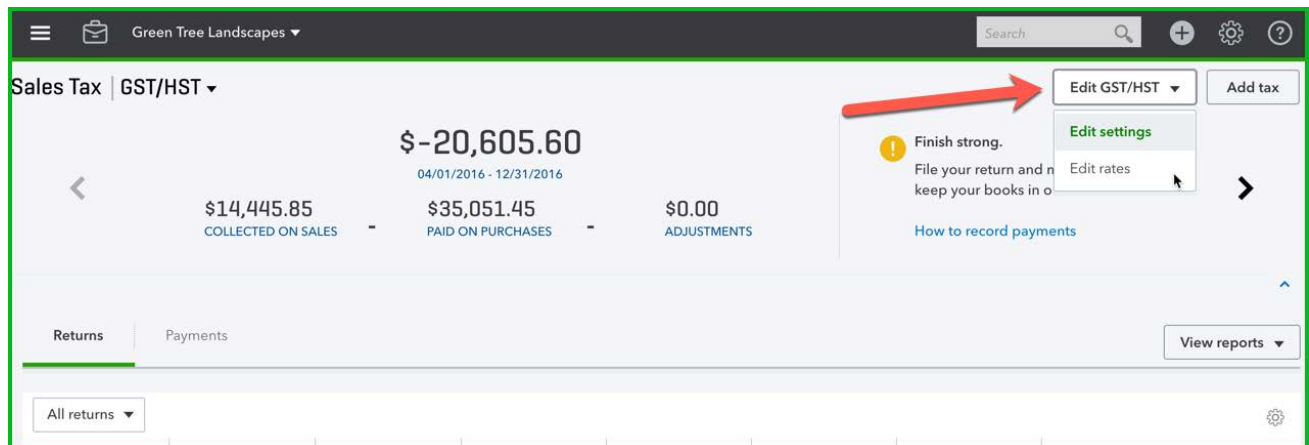
Customer List
Click the **Sales** link on the navigation bar and then Customers.

Click anywhere on the "Money Bar" to filter the customer list by **Estimates**, **Unbilled activity**, **Overdue** invoices, etc.
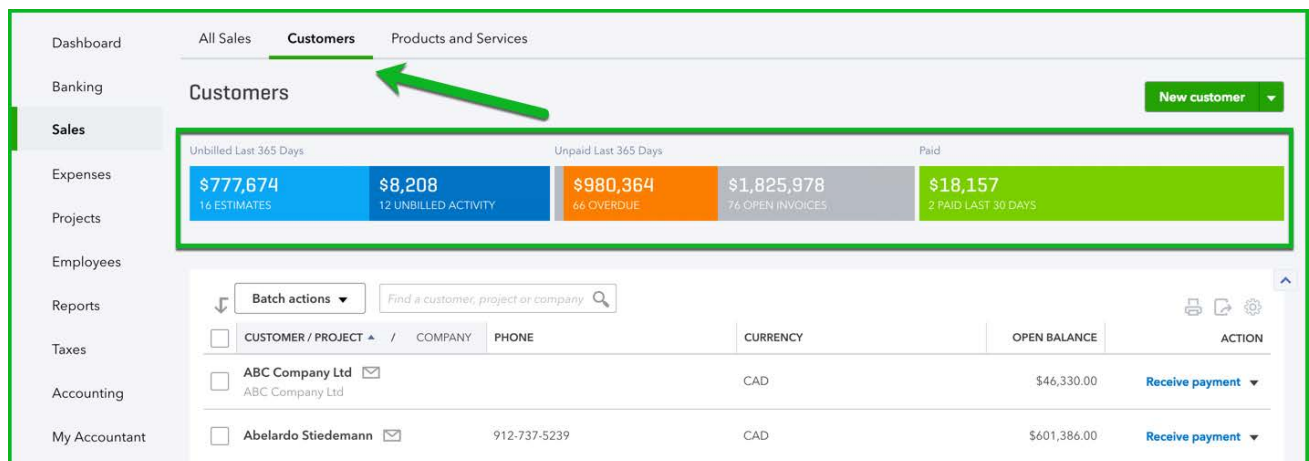
To Add a new customer.
1. Click the **New customer** button.
2. Complete the information on the new customer window.
    a. The **Display name as**...lets you choose what naming convention to use on the customer list.
    b. Create **Sub-customers** (jobs or projects) by selecting **Is sub-customer**
    c. Add payment and billing details on the **Payment and billing** tab.
3. Click **Save**.

Forms

QuickBooks uses forms to make the accounting entries in QuickBooks simple for your clients. Each form in QuickBooks is going to create a journal entry behind the scenes. Your clients will enter almost all forms in the same way. To display a form:

1. Click **Create** → Click **Invoice**
2. There are simple ways to complete it for your client.
   a. Who – **Customer**
   b. When – **Date**
   c. What – **Products/Service** sold to their customer
   d. How much – **Quantity, Amount,** and **Sales tax**
3. Click Save and Close to enter any form.

WORKING WITH TRANSACTIONS

There are a lot of tips and tricks to help you work more effectively with transactions in QuickBooks Online.

More Menu

The more menu in QuickBooks is available on any 'Saved' transaction. The More menu lets you have access to additional information and tools to work with the transaction.

Click '**More**' to see the following options:

Copy – copy any transaction in QuickBooks saving time when creating duplicate entries

Void – void any transaction

Delete – delete the transactions

Transaction Journal – click this option to view the journal entry behind any saved transaction.

Sort ▾ Add notes Edit header							
				Green Tree Landscapes			
				JOURNAL			
				All Dates			
DATE	TRANSACTION TYPE	#	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
02/27/2017	Invoice	1142	No	BigTime Construct...		Accounts Receivable (A...	$395.50	
			No		One time lawn service includi...	Sales		$350.00
			No			GST/HST Payable		$45.50
							$395.50	$395.50
TOTAL							$395.50	$395.50

CHAPTER 3 – SALES & CUSTOMERS IN QUICKBOOKS

Making sales is critical for your client's business. QuickBooks makes it easy to create customer sales, track them, and receive customer payments. In this chapter, you'll learn about customers and sales transactions.

OBJECTIVES

After completing this chapter, you should be able to:

- Complete the Sales workflow including:
  - o Invoices,
  - o Receive payments
  - o Deposits
- Create sales receipts
- Enter credit memos
- Create Delayed Charges

SALES WORKFLOW OVERVIEW

Depending on how your clients make sales you may choose to do either invoices or sales receipts or a combination of the two different methods of making sales. You would use the following in each of these cases:

Sales Receipt – When your client gets paid at the time of the sale and needs to record the customer payment, or they need to print a receipt.

Invoice – When your client uses Accounts Receivable.

INVOICES IN QUICKBOOKS ONLINE

Creating an invoice in QBO will create an accounts receivable for your clients. There are several ways to create invoices. You can create invoices from the **Sales** page.

1. Click **Sales** and then click **Customers**. The customer list displays.
2. To create an invoice for specific customer, you can do one of the following:
   a. Click the **Drop-down menu** and then **Create Invoice** next to the customer name. The invoice window displays.
   b. You can click the **Create** menu at the top of the QuickBooks window to enter an invoice.

3. Complete the Invoice form. There are several key elements to completing the form. They are the following:
   a. Choose the **Customer**.
   b. If the customer's email address does not appear to the right of the name, you can enter the email address. This address lets you email invoices and will help automate the process for your client.
   c. The billing address should display for you. You can update the address here if necessary to save it to the customer record.
   d. Choose the **Terms** if applicable. The terms let you offer discounts and other payment terms to customers.
   e. Choose the **Invoice date** and **Due date** if applicable.

f. Choose the tax situation

i. **Exclusive of sales tax** - The price or cost of items shown in the Amount column does not include sales tax (net price). Only the total amount includes sales tax; line and subtotal amounts do not. The sales tax amount is shown as a separate amount at the bottom of the form and is not included in the subtotal.

ii. **Inclusive of sales tax** - The price or cost of items shown in the Amount column includes sales tax (gross price). Sales tax is included in each of the amounts (line, subtotal, and total) of the sales form. The total amount of sales tax is also shown at the bottom of the form.

iii. **Out of scope of sales tax** - Items are not subject to sales tax.

g. Choose the **Product/Service**. QuickBooks will complete the Description if it is included in the product or service setup. If it is not, you can enter a description for the customer. Repeat this step for each product you add to the invoice.

h. Enter a **Quantity**.

i. QuickBooks may also enter a Rate from the product or service setup. If it does not, you can enter the sales rate.

j. QuickBooks completes the Amount for you.

k. Choose the **Sales Tax rate**.

I. Attach any documents at the bottom of the invoice window. This lets you add any relevant documents to the customer transaction. You can add documents up to 25 MB. These documents can be sent via email as attachments with a customer invoice.

4. After completing the invoice, click **Save and Close**.
5. Alternatively, you can click **Save and send**.

6. Click **Send** to complete the process.

CUSTOMER PAYMENTS

After creating an invoice, you can receive a customer payment and apply it against the invoice. To receive a customer payment:

1. Click **Customers.**
2. Click **Receive Payment** on the customer name. The Receive Payment window displays.
3. Enter the **Payment Method**.
4. Enter a **Reference No**. This can be a cheque number or some other form of reference information.
5. Choose the Deposit to account. **NOTE**: This is important to ensure that your clients select the correct account from the account options. There is no default that will force the client to choose **undeposited funds**. This is considered best practice to choose **undeposited funds.** This will serve as a control account.
6. Enter the **Amount Received**. QuickBooks automatically applies the payment(s).
7. You can edit how they are applied in the **Outstanding Transactions** section of the window.

8. Click **Save and close**.

MAKE DEPOSITS

After you have received customer payments the next step is to deposit the funds. You can create new transactions from the Quick Create menu

To make a deposit:

1. Click the **Create** ✚ menu.
2. Click **Bank Deposit**.
3. Select the Existing Payments to deposit.
4. Click **Save and New**.

SALES RECEIPTS

Instead of creating invoices to record sales, your clients may receive funds at the time of the sale. Record these sales using Sales Receipts. The Sales Receipt is meant to record an immediate acceptance of payment while an invoice represents an expected payment in the future.

This transaction lets you create the sale and record payment information on one form. To create sales receipts:

1. Click the **Create** ✛ menu → Click **Sales Receipt**.
2. Choose a **customer** → Choose a **Payment method**.
3. Enter a **Reference. No**. → Choose the **Deposit to** account.
4. Enter the sales using the **Product/Service** lines. Enter the **descriptions, QTY, Rate** and **Sales Tax.**
5. Click **Save & Close**.

DELAYED CHARGES OVERVIEW

Record delayed charges to record charges over a period to be invoiced later (This feature is only available in QuickBooks Online Plus). Delayed charges let your clients accumulate charges to clients and add them at a later time to a customer invoice. These are non-posting transactions until you convert the charges into an invoice. This feature is only available in the *QuickBooks Online Plus* version.

Delayed Charges

To create delayed charges:

1. Click the **Create +** menu.
2. Click **Delayed Charges**.
3. Enter the charges as you would on a regular invoice.
4. Click **Save and close**.

To Invoice for Delayed Charges:

1. Click the **+** Create menu.
2. Click **Invoice.**
3. Enter the **Customer** that has delayed charges on their account. After choosing the customer, QBO displays a "drawer" that slides in from the right-hand side of the invoice.
4. Choose the charges to add to the customer invoice. Click Add to add charges to the invoice.

CREDIT MEMOS & REFUND RECEIPTS

There are several additional important transactions that your clients may enter in QuickBooks. In this section, you will learn about the following transactions:

- **Credit Memos —** enter a credit memo to record a credit to a customer. The Credit memo is usually used to issue credits when customers have accounts receivable or outstanding invoices.

- **Refund Receipts —** Record to refund given to a customer. The Refund Receipt is used when a customer has purchased a product or service from the business using a Sales Receipt.

Credit Memos

Your client will record a credit memo to offer credits for a variety of reasons. The credit memo creates a "negative invoice" for the client. They can apply it against the oldest outstanding invoice (QuickBooks setting) for the customer or apply it against an invoice of their choice. To create a credit memo and apply it automatically for the client, do the following:

1. Click **Create → Credit Memo**.
2. Complete the Credit Memo (complete this form like the invoice form).
3. Click **Save and Close.**

NOTE: By default, QuickBooks automatically applies the payment against the oldest outstanding invoice. You can edit this setting. See next page.

Credit Memos Settings

QuickBooks Online automatically defaults a setting related to QuickBooks credit memos. This setting automatically applies credits against the oldest customer invoice. If you don't want to have QuickBooks automatically apply credits you would do the following:

1. Click the Gear icon
2. Company Settings
3. Click Advanced
4. Click Automation to edit.
5. Deselect **Automatically Apply Credits**

This changes the way that you apply credits. To apply an outstanding credit, do the following:
1. Create the credit memo
2. Click **Create → Receive Payments**

3. Select the invoice that you are receiving a payment against.
4. QuickBooks Displays the outstanding **Credits**. Select the credit(s) that you want to apply against the invoice.
5. Click **Save** to complete the step of applying the credit against the invoice.

NOTE: If you applied a partial amount, QuickBooks keeps the remaining amounts open on the credit memo, to be applied later.

Refund Receipts

After creating a sale receipts your clients may need to issue a refund for products and services. To issue a refund to a customer, you'll create a Refund Receipt.

1. Click **Create** > click **Refund Receipt**
2. Complete the form including what account you are issuing the refund from.
3. Click **Save & Close**.

SALES REPORTS

QuickBooks includes many default reports for tracking sales and accounts receivable.

A/R Aging

To create an A/R aging report:

1. Click **Reports** → All Reports
2. **Manage Accounts Receivable** → **A/R Aging Summary**

Customer Balance Detail

1.   Click **Reports** → Click **All Reports**
2.   Click **Manage Accounts Receivable** → Click **Customer Balance Detail**

Sort ▼   Add notes   Edit header   ✉ 🖨 ⬈▼ ⚙

Green Tree Landscapes

CUSTOMER BALANCE DETAIL
All Dates

DATE	TRANSACTION TYPE	#	LOCATION	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ ABC Company Ltd							
▼ NW Project							
01/12/2017	Invoice	1101		02/11/20...	2,345.00	2,345.00	2,345.00
01/12/2017	Invoice	1100		02/11/20...	6,000.00	6,000.00	8,345.00
01/12/2017	Invoice	1099		02/11/20...	13,860.00	13,860.00	22,205.00
02/09/2017	Invoice	1138		03/11/20...	4,486.10	4,486.10	26,691.10
Total for NW Project					**$26,691.10**	**$26,691.10**	
▼ SW Project							
02/07/2017	Invoice	1134		03/09/20...	299.00	299.00	299.00
02/07/2017	Invoice	1133		03/09/20...	2,100.00	2,100.00	2,399.00
Total for SW Project					**$2,399.00**	**$2,399.00**	
Total for ABC Company Ltd					**$29,090.10**	**$29,090.10**	
▼ Alba Fay							
02/09/2017	Invoice	1139		03/11/20...	14,859.50	14,859.50	14,859.50
02/17/2017	Invoice	1141		03/19/20...	169.50	169.50	15,029.00
Total for Alba Fay					**$15,029.00**	**$15,029.00**	

CUSTOMER STATEMENTS

Your clients can create statements for their customers.

To create a statement:
1. Go to the **Create menu**.
2. Click **Statement.**

1. Choose the **Statement Type** → Enter the **Statement Date.**
2. Enter the dates as needed → **Print of Preview** to view the statements.

CHAPTER 4 - EXPENSES IN QUICKBOOKS ONLINE

QuickBooks Online lets you manage expenses of all types including debit, credit card, entering and paying bills and others. Simple transaction forms let your clients make entries easily and efficiently.

SUPPLIERS & EXPENSES OVERVIEW

Managing your client's suppliers and expenses information is critical to their success. In this section, you learn about how to enter day-to-day expense transactions. Many expense transactions can be automated if you'd like to avoid regular data entry. Expense transactions let you record different payment methods including debit, credit card, online payment, and whatever payment method that your clients use.

OBJECTIVES

After completing this lesson, you should be able to:

- Add Suppliers
- Expenses vs. Accounts Payable
- Enter expense transactions including credit card, debit card and others
- Enter Bills → Pay Bills
- Supplier Credits
- Writing Cheques

CHEQUES VS. BILLS IN QUICKBOOKS

QuickBooks handles a variety of expense related transactions. Depending on the complexity of your client businesses you may use a combination of QuickBooks transactions. Many clients do not understand when you to expenses vs. Bills in QuickBooks.

Bills → Pay Bills

This workflow should be used when accounts payable is important to your clients. This workflow required two steps. Enter bills then pay bills. Bills can be paid using different payment methods.

Expenses

The expense transactions should be used whenever a cheque is not going to be created. QuickBooks has an expense form that can be used for credit and debit card transactions, automatic withdrawals, EFT, and other transactions used by your clients.

ADDING SUPPLIERS

Before entering expenses, it is a good idea to add suppliers. To add a new supplier in QuickBooks Online:

1. Click the **Supplier**s link on the left-hand pane of the QBO window.
2. Click **New Supplier**.
3. Complete the **Supplier Information**.
4. Click **Save.**

ENTER BILLS IN QUICKBOOKS ONLINE

To enter accounts payable in *QuickBooks Online*, click **Create +.** This bill window is best used to record bills to be paid later. Most other expenses can be recorded using the expense type of transaction.

To Enter Bills:

1. Click **Bills** → Enter the **Supplier**.
2. Enter the expense **Account** → Enter a **Description**.
3. Enter the **Amount** and choose the **Tax Rate**.
4. Click **Save and Close**.

PAY BILLS

To pay multiple suppliers at one time you can use the Pay Bills window. This is a great feature for larger clients who may need to do large batches of payables transactions. To pay bills from the Pay Bills window:

1. Click the **+** button and choose **Pay Bills → Click Filter** to filter the bills.
2. Select the Bills to Pay from the **Payee** column.
3. Edit the amount to pay in the **AMT to PAY** column → Select **Print Later** to print cheques later.
4. Click the **Save** option. You can click **Save and Close** or **Save and Print**.

ADDING EXPENSES

Using the Expense transaction in QuickBooks Online you can create different types of expense transactions like Debit, Wire, Online Banking payments and more. This feature lets you create multiple types of transactions from one window**.** To create an expense transaction:

1. Click the **Create +** menu → Click **Expense**.
2. Choose a **Supplier** → Enter the **Date.**
3. Choose a **Payment Method** → Choose an **account.**
4. Enter a **Description** → Choose the **Sales Tax rate**.
5. Click **Save and Close**.

CHEQUES IN QUICKBOOKS ONLINE

On rare occasions, your clients may write a cheque without a bill. This can be handled in QuickBooks. Create cheques in QuickBooks as needed using the Cheque option under the create menu.

1. Click the + sign and click Cheques → Choose the **Supplier.**
2. Choose the **Bank account** → Choose the expense **Account.**
3. Enter a **Description** → Enter the **Amount** and choose **Sales Tax**.
4. Click **Save and Close**.

SUPPLIER CREDITS

Your client will create supplier credits if they must return goods to a supplier or if they receive a credit from a supplier to be applied against.

1. Click **Create → Supplier Credit**
2. Complete form including **Supplier name, Account**.
3. Enter the **Amount** and **Sales Tax**.
4. Click **Save & Close.**

NOTE: QuickBooks automatically applies the credit against the oldest outstanding bill.

SUPPLIER REPORTS

To create reports for payables to your client's suppliers, QuickBooks provides several key reports.

AP Aging Summary

Create the A/P Aging detail report to view the detailed outstanding bills by supplier. Run the report by:

1. Click **Reports**
2. Click **Manage Accounts Payable**
3. Click **A/P Aging Summary**

REPORTING ON EXPENSES

To find out details about where your clients spend their money you can create the Expenses by Supplier Summary. To create this report:

1. Click **Reports**
2. Review Expenses and Purchases
3. Expenses by Supplier Summary
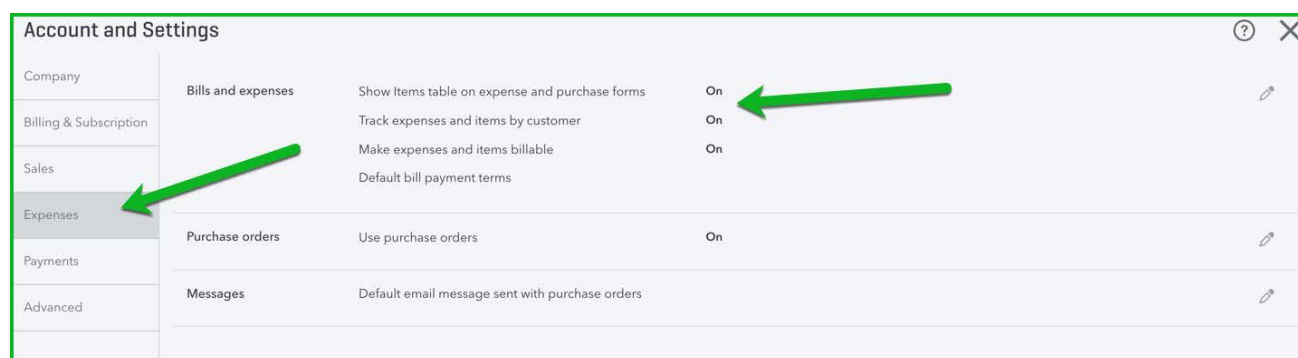
REIMBURSABLE EXPENSES

Many service businesses will invoice for their time/service plus the expenses they incur. QuickBooks Online can track reimbursable expenses to customers and remind the user to add those reimbursable expenses to invoices.

The reimbursable expenses feature is only available in the Plus version of QuickBooks Online.

The feature needs to be enabled before tracking expenses to customers. To enable the feature:
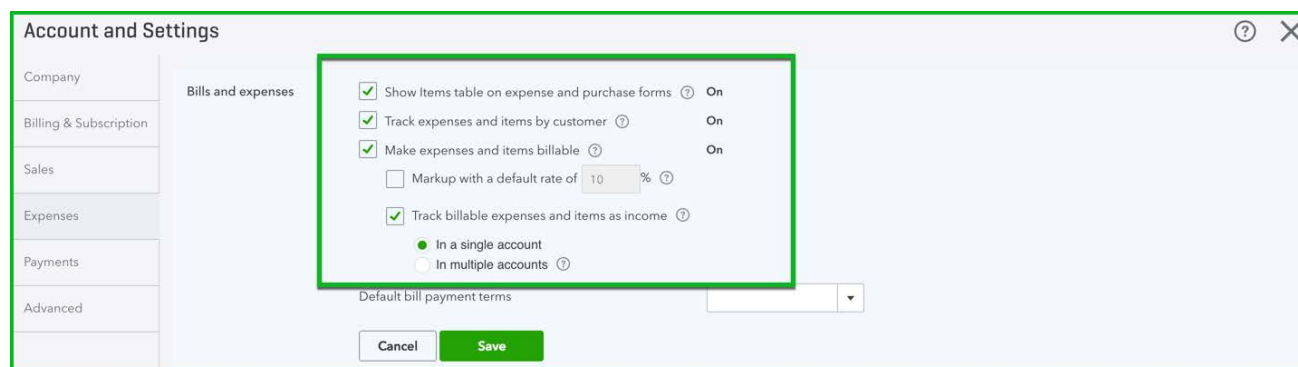
1. Click **Gear → Company Settings**
2. Click **→ Expenses**
3. Click **Edit→ Select Track expenses and items by customer**

4. Click **Make expenses and items billable**
5. Click **Save → Click Done**.

Note: You can track billable expenses and items as income in a single account or multiple accounts. This is setup in the chart of accounts.

After enabling the feature, you can add expenses to customers and make them billable. To do this open any expense transaction including purchase orders, expenses, cheques and bills.

1. Click **Create → Expense**.
2. Enter the expense information as you usually would.
3. In the **Customer** field, choose the customer to whom you want to track the expenses for reimbursement.
4. Select the **Billable** checkbox.

5. Create an invoice for the customer and QuickBooks will prompt you to add the reimbursable expenses to the invoice.
6. Click **Add** to add the expenses to the invoice → Click **Save** to complete the process.

CHAPTER 5 – BANKING & COMPANY ACTIVITIES IN QUICKBOOKS ONLINE

Banking is a critical day-to-day function of small business. QuickBooks makes data entry and account reconciliations easy with bank feeds. If your clients want to save time and reduce data entry task they can use the automated bank feeds in QuickBooks to feed transaction information directly into QuickBooks.

OBJECTIVES

After completing this chapter, you should be able to:

- Make a bank transfer
- Reconcile an account
- File Sales taxes

BANK TRANSFER

An important transaction in QuickBooks is recording bank transfers. You can record a transfer that your client does online or at the bank in QuickBooks. To create a transfer:

1. Click **Create > Transfer**
2. Complete the **Transfer Funds From** and **Transfer Funds To** fields to include the accounts you are transferring between.
3. Enter the **Amount** and **Date**.
4. Click **Save and Close**.

BANK RECONCILIATION

The purpose of your bank reconciliation is to:

1. Match individual transactions from QBO to your transactions on your bank statement
2. Match your ending balance from your bank statement to the cleared balance in QuickBooks Online.

 To reconcile your bank account:

1. Click **Gear Icon/Company Menu,** and then click **Reconcile.**
2. Choose the **Account** under the **Which account do you want to reconcile?**
3. Complete the **Enter the following from your statement** section including the **Ending balance** and **Ending date.**
4. Complete the **Enter the service charge or interest earned, if necessary** section. NOTE: this is optional. You can enter these transactions using another type of transactions like expense or journal entry.

5. Click **Start reconciling**.

6. Select the transactions that have cleared the bank account on the bank statement.

Reconciliation Tips
- Click the down arrow in the summary section to expand the window. This lets you view the details of the reconciliation as you reconcile. This section of the window displays the **Balances**, **Payments,** and **Deposits**.
- Filter the reconciliation window by clicking the one of the 3 options of **Payments**, **Deposits**, or **All**. QuickBooks default view is **All.**
- Sort the list of transactions by clicking the column heading.

7. After you've completed marking the cleared transactions from your bank statement, click **Finish Now** or click the down arrow to **Save for Later** or **Close without Saving**.

NOTE: As part of the QuickBooks Online Accountant edition you can undo the reconciliation for your client. Your client does not have access to this feature in their version of QBO**.**

FILING SALES TAXES

To file your client's sales taxes:

1. Click the **Taxes**. QBO displays the **Sales Tax Centre**, which includes all the taxes that you track in your business. QuickBooks displays a summary view of the next return to file.

2. Click **View Reports** to create a sales tax liability report.

3. Click **View summary** to review the summary report for the filing period.

4. After reviewing and printing the report, click **Sales Tax,** and then click **Prepare Return**.

5. The return window will match the sales tax report, you just created. Click **Mark as Filed** to complete the GST/HST Return.

NOTE: QBO marks each of these transactions as filed. It gives you a message indicating that QuickBooks will close the books for the tax period.

6. QuickBooks marks each transaction in the period as filed. Click **Continue**.
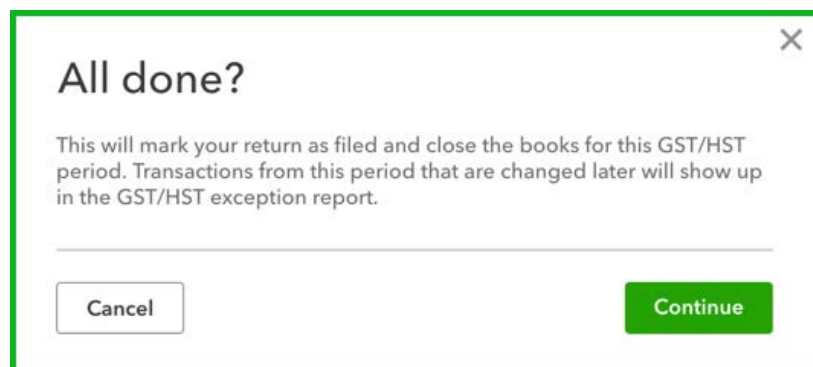
7. Click Record Payment to pay for this sales tax filing.

8. Enter the payment information including the **Account**, **Payment date** and **Payment amount**.
9. Click Save to complete the payment.

CHAPTER 6 – AUTOMATION IN QUICKBOOKS ONLINE

Automating the work that you do in QuickBooks will help you save time and enter data in the most accurate and efficient way possible. QuickBooks lets you automate a variety of transactions using bank feeds and recurring transactions. You can automate additional date entry when you use partner apps to integrate with QuickBooks.

OBJECTIVES

After completing this chapter, you should be able to:

- Setup a bank feed
- Categorize client bank feeds
- Create Bank Rules
- Create recurring transactions
- Create and send reports automatically
- Understand how apps can help automate your practice

BANK FEED IN QUICKBOOKS

The Banking page is where you connect your accounts and download transactions. This is sometimes known as "bank feeds." Once you begin adding and matching your bank feed transactions into QuickBooks, the process gets easier and faster over time. QuickBooks learns from your decisions and offers smart suggestions to speed the work for you.

Note: The first download after setting up the bank feed will include the last 90 days of transactions. If you've already added and reconciled these transactions, they can be excluded.

SETTING UP BANK FEEDS

1. Click **Home**, then **Connect Account.**

2. Search for your bank or credit card name or choose from the list of common banks.

3. Enter the client's banking or credit card information.

4. Click **Sign In.**

5. QuickBooks may require extra information. This is a security feature. NOTE: Some accountants get a "read-only" access bank card for this purpose. It has limited access but meets the requirements to setup a client bank account.

6. In the **Connect an Account** choose the QuickBooks account that the online account will link to.

7. Click **Connect.**

8. Click **Let's go!** to complete the connection.

PROCESSING TRANSACTIONS IN THE BANK FEED

With your transactions now in QuickBooks Online, you are ready to allocate them to the required expense categories.

There are 4 types of transactions that you will work with in the bank feed.

Matched – transactions that QuickBooks recognizes that match the bank download
Rule – a rule that you add to QuickBooks that automatically categorizes transactions
QuickBooks "Rule" – suggestion that QuickBooks makes based on historical information from QuickBooks
Uncategorized Expense/Uncategorized Income – QuickBooks needs your help to categorize the transaction.

1. Click **Home**.
2. Click **To Review**. QuickBooks displays the bank feed window.
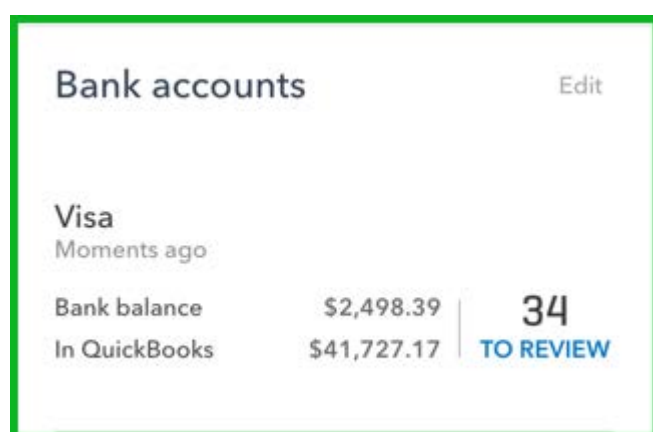
3. In the **For Review** tab, first review the **Match** transactions.

4. After reviewing the transactions, click **Match** to confirm and enter the transactions in QuickBooks Online.
5. For transactions labeled in Green, QuickBooks suggests a category you can click **Add** if the category is correct, or click the transactions to expand it and edit the category and other information as needed.
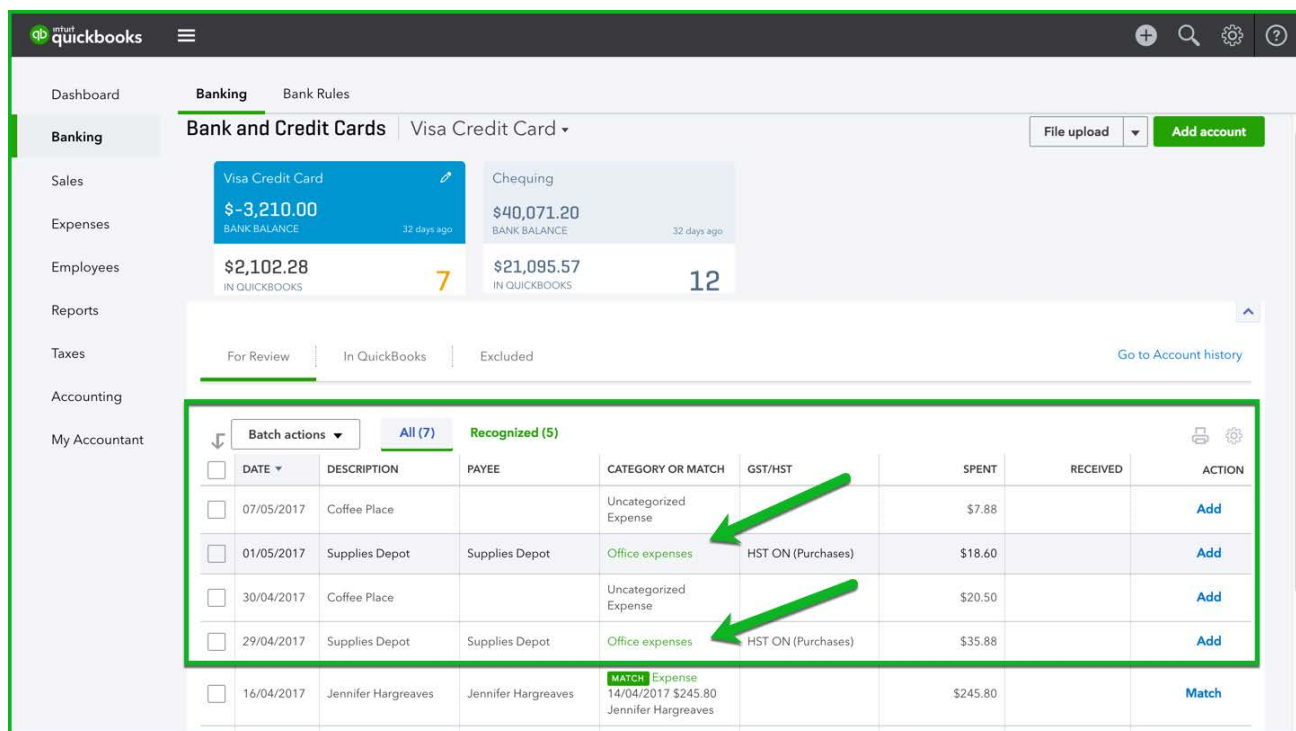
6. For transactions that are not matching, you'll click on the transaction to process.
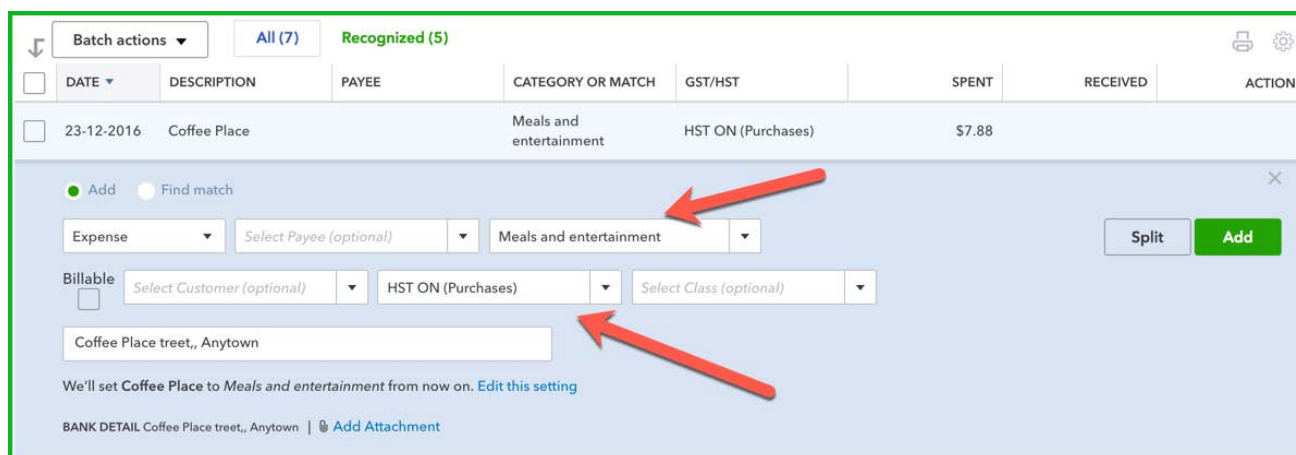
7. Complete the information as needed.
8. Click **Add** to complete the transaction.

NOTE: After adding transactions to QuickBooks, they move from the **For Review** tab to the **In QuickBooks** tab.

NOTE: When you first download, QuickBooks downloads the last 90 days. If these are not needed, select the transactions → click **Batch Actions** → Click **Exclude Selected**.

BANK RULES

On the Banking page, you can set up rules to tell QuickBooks what to do with bank items that meet conditions. Rules help you control, customize, and automate how you use the Banking page in QuickBooks.

Even without rules, QuickBooks makes it easier for you to accept bank transactions quickly. When QuickBooks downloads your bank transactions, it does the following:

- Cleans up cryptic bank descriptions
- Suggests logical categories based on bank descriptions
- Remembers changes you made before, and applies those changes to similar transactions
- Looks for matches among the transactions you already entered into QuickBooks

Rules go beyond the automatic processing to give you a finer level of control. They scan downloaded bank items for certain criteria you specify, and then assign particular payees, categories, classes, locations, and more to them. Rules can even help automatically split items between categories and more.

To add a rule:

1. In the navigation bar → click **Transactions** > **Banking**.
2. Click drop-down arrow → **Manage rules** from the list.
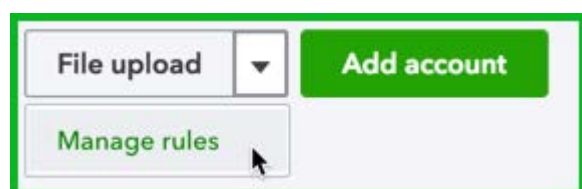
3. Click **New rule**.
4. Enter a descriptive name and select whether the rule is for a money-in or money-out transaction.
5. Rule names can have only letters, numbers, and spaces.
6. Select the bank account the rule applies to.
7. Set up the conditions QuickBooks should look for when downloading bank items:

RECURRING ENTRIES

Creating an invoice in QBO will create an accounts receivable for your clients. You can automate the invoice by clicking **Make Recurring** at the bottom of the invoice window**.**

1. To create an invoice for specific customer, click **Create Invoice** next to their name. The invoice window displays.
2. Complete the Invoice form. There are several key elements to completing the form. They are the following:
    a. Choose the customer
    b. Choose the **Invoice date** and **Due date** if applicable.
    c. Choose the **Product/Service** → Enter a **Quantity** → **Rate**
    d. Choose the **Sales Tax rate**.
3. Click **Make recurring**.

4. Click **Save Template**. This will not only create the invoice but also send it automatically on the assigned date.

ATTACHMENTS

QuickBooks Online lets your client upload and save attachments on any transaction. This makes referencing the client's source document easier and more efficient. To add an attachment:

1. Open an invoice
2. Click attachments icon
3. Browse for the attachment
4. Click Save
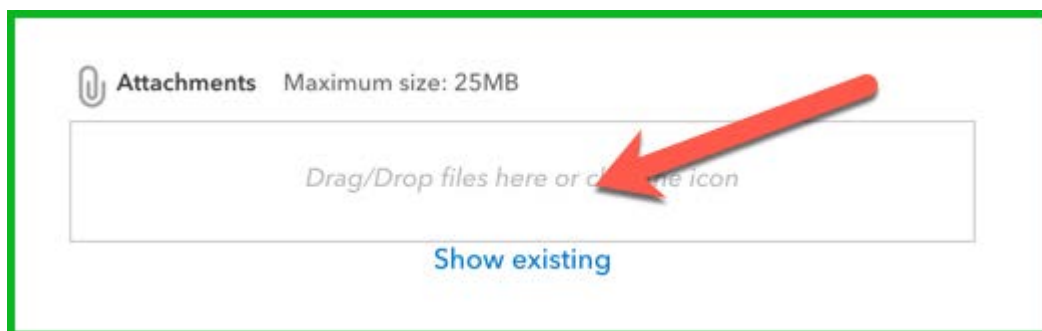
NOTE: Now QuickBooks Online lets you view the source document when viewing the transaction. This is helpful for receipts, bank statements, copies of transactions, etc.

QUICKBOOKS ONLINE MOBILE

A powerful component of QuickBooks Online is the ability to use QuickBooks Online on mobile devices. You can download the mobile app from the iTunes store or the Google Play store.

DOWNLOADING THE MOBILE APP

To download the mobile app, you can visit the iTunes store to download the free QB application. You can also download the app from the Google Play store.

The QB app is a free app designed to help your clients who are on the go to capture and enter information on their mobile devices.
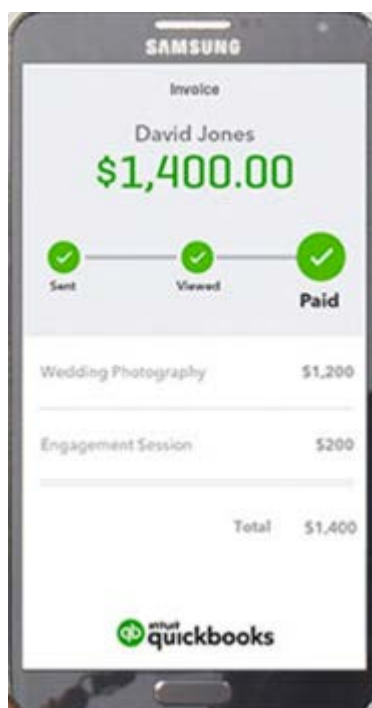
OPEN QUICKBOOKS MOBILE

After downloading the iPhone app from the iTunes store, you can access the app from your home screen.

You can do the following activities in the mobile app:

- Add Customers
- Add Notes
- Add Products & Services
- Add Suppliers & create expenses
- Create Estimates, Sales Receipts, Invoices, & Customer Payments
- Process bank transactions

Activities like filing sales tax, bank reconciliations and other accounting specific tasks can only be completed in a web browser.

To open the QuickBooks mobile app:

1. Tap the **QuickBooks** app.
2. Enter your **User Name.**
3. Enter your **Password.**
4. Click **Sign In**.
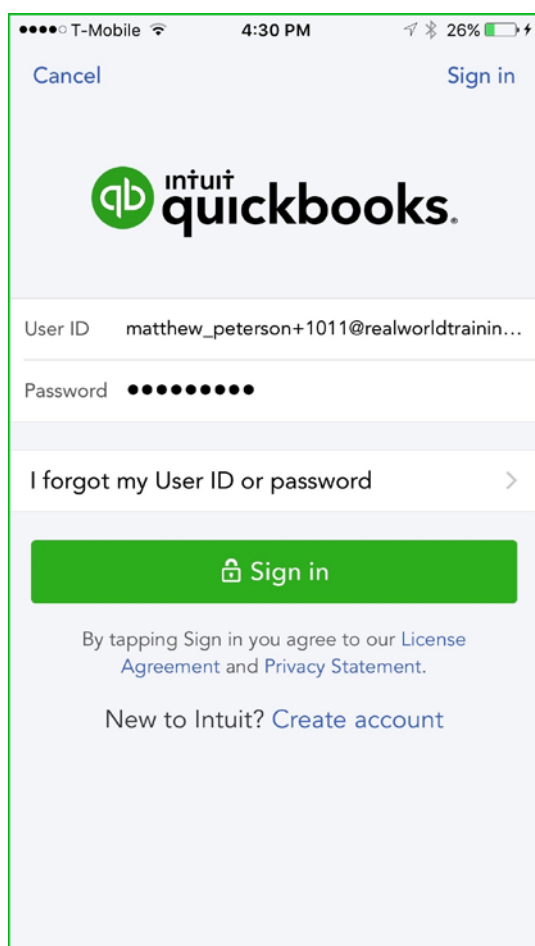
NAVIGATING QUICKBOOKS MOBILE

After signing into the QBO mobile app, QuickBooks displays two tabs; a **Dashboard** and **Activity**.
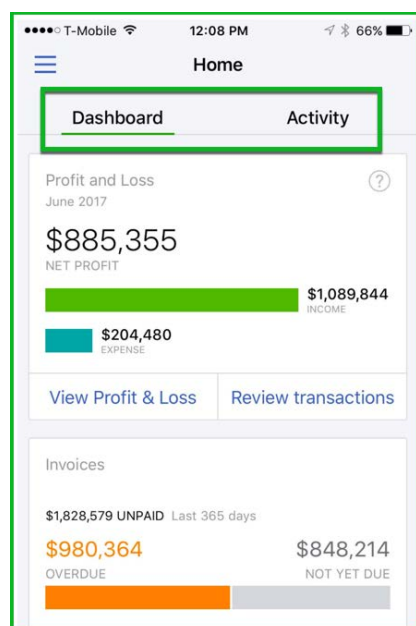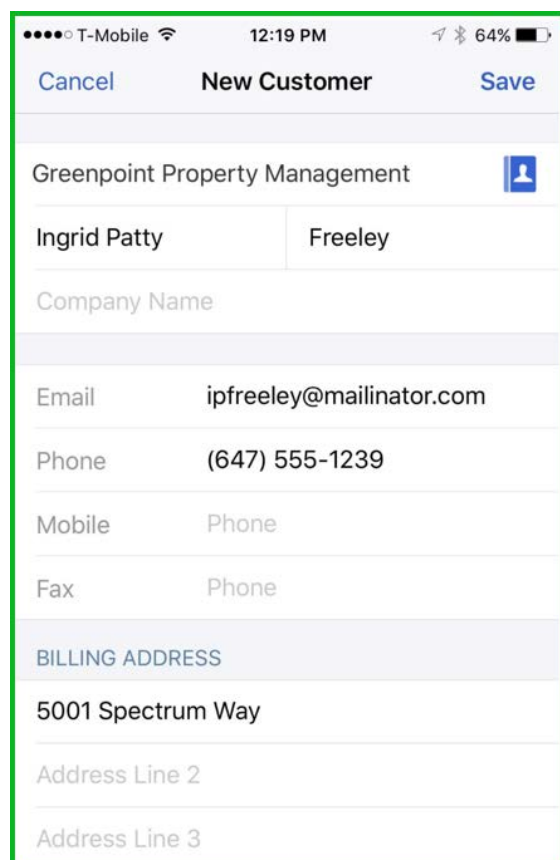
Tap the **Menu** option in the top-left corner of the app.
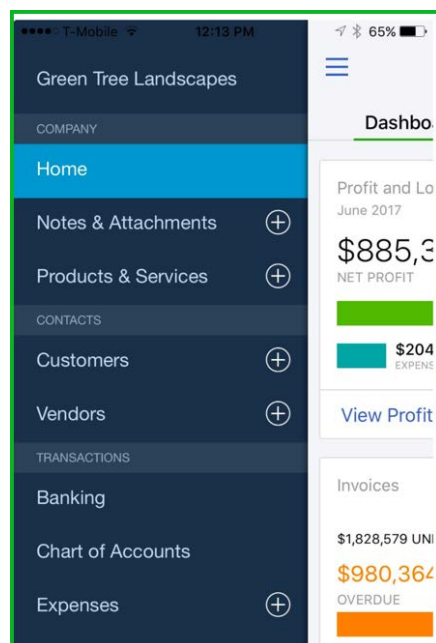
ADD CUSTOMERS ON MOBILE

To add customers using the QBO App:

1. Tap the **Customers +**
2. Enter the Customer information.
3. Click **Save**.

CREATE INVOICES

1. Tap the **+** symbol.
2. Tap **Invoice.**

3. Tap **Invoice.**
4. Enter the **Inv. #**
5. **Date**, **Due Date**, and other information
6. Tap **Add Line Item** to items for sale.
7. Choose the **Tax**
8. Click **Save**.
9. Review the completed invoice after you click **Save**.

NOTE: The mobile app lets you email invoices directly from your mobile device.

PROCESS BANK TRANSACTIONS ON MOBILE

1. Tap the **Menu** → tap **Banking**.
2. Tap **New Transactions.**
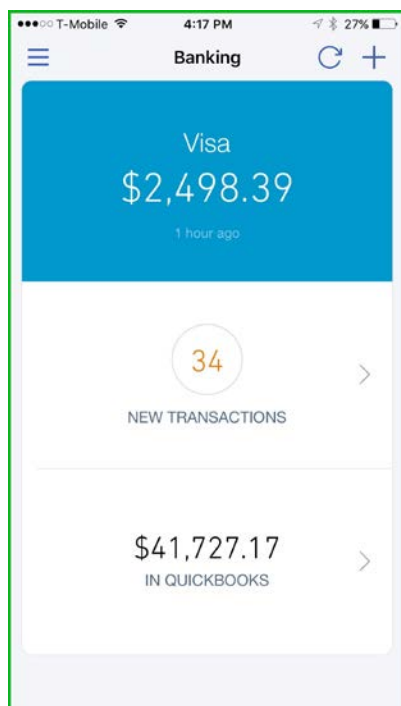
3. Tap a transaction to add information.
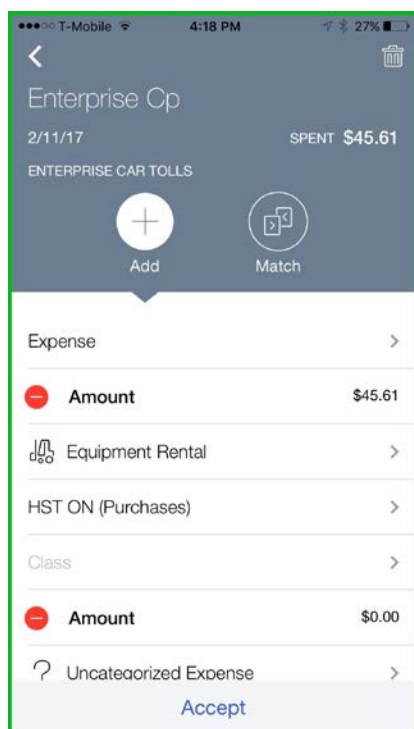
CHAPTER 7 CLIENT FILE SETUP

Setting up a new client file can be fast and efficient in QuickBooks Online using the tools provided by QuickBooks Online Accountant. QuickBooks lets you setup the basics and then you can add information as needed based on the client's needs.

OBJECTIVES

After completing this chapter, you should be able to:

- Setup a client file and add team members
- Set wholesale pricing for a client file
- Import list information including chart of accounts
- Edit company settings
- Sales form setup
- User setup

COMPANY SETUP

You can setup *QuickBooks Online* for your client from the *QuickBooks Online Accountant*. In the **QBOA** window, click the **Add Client** button. QBO displays basic information for your company.

1. Enter the **Client contact information**.
2. Click the **Add more info link** to add contact details for the client.

3. Choose the **QuickBooks subscription** for your client (see next section for details on **Wholesale discount**)

QUICKBOOKS SUBSCRIPTIONS

As part of the QuickBooks Online Accountant version you have the benefit of offering your client's wholesale pricing. There are two wholesale billing options.

Option #1 Wholesale discount (firm is billed)

In this option your firm will pay for the client's subscription. You'll receive the wholesale pricing discount of 50%. In this option the wholesale pricing details are the following:

*   **Discount** – 50% off
*   **Duration** – Life of the Subscription
*   **Consolidated Billing** – all your clients that are included in your client list under wholesale pricing will display on one consolidated bill per month with one charge to your credit card
*   **Unlimited Users** – For your clients where your firm pays, your clients can have unlimited users in their company file (regular company files are limited to 1,3, or 5 users)
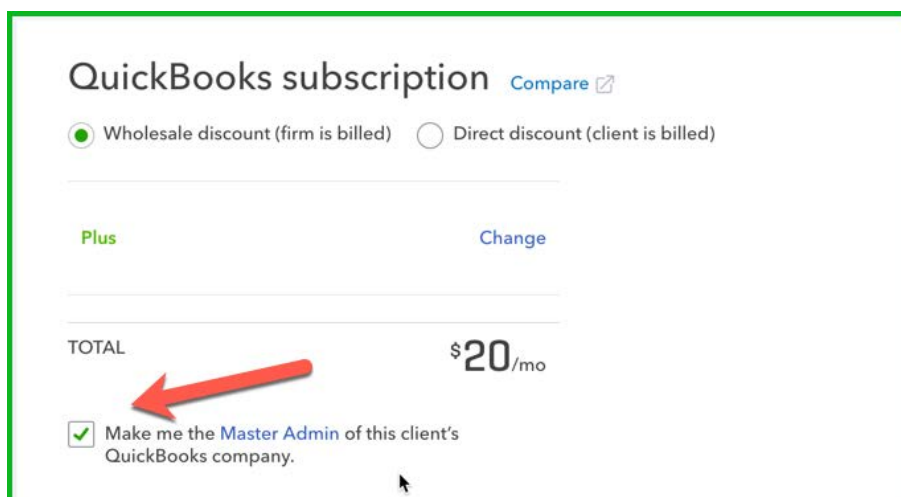
Benefits

- 50% off for the life of the subscription
- Consolidated Bill – one credit card charge and one bill that includes all your clients included under wholesale billing.

Option #2 Direct discount (client is billed)

When you choose this option, your client will pay for their subscription. The client will receive wholesale pricing. In this option the wholesale pricing details are the following:

- **Discount** – 50% off
- **Duration** – 1 year

4. Choose the subscription for your client. QuickBooks displays the following window. If you'll be the Master Admin of the client's QuickBooks, click **Make me the Master Admin of this client's QuickBooks Company.**

5. Under the **Team Access** section of the client setup, you can select which team members in your firm can access your client.

6. Click **Save**.

7. Enter the **Wholesale Billing Information** if required.

COMPANY SETUP

Following the basic setup, open the client file in QuickBooks Online Accountant.

Answer the remaining setup questions.

1. **What's your business called?**
2. **How long have you been in business?**
3. Click **Next.**

NOTE: If you're converting a client from QuickBooks Desktop you'll select **I've been using QuickBooks Desktop and want to bring in my data.**

4. Choose the options available that apply to your client's business.
5. Click **All set.**

6. QuickBooks Online opens the company file to the **Home** page. The items chosen on the previous window now display at the top of the **Home** page. Click any item to complete the task.

NOTE: It is recommended you setup the client's bank feed from this window. See Chapter 6 for review.

Importing Your Data

If you are currently using QuickBooks desktop or another accounting software program you can import list information into QuickBooks Online from Microsoft Excel.

To import a data file:

1. Go to the **Gear icon**

2. Click **Import Data**.

3. Then choose the type of data you would like to import.
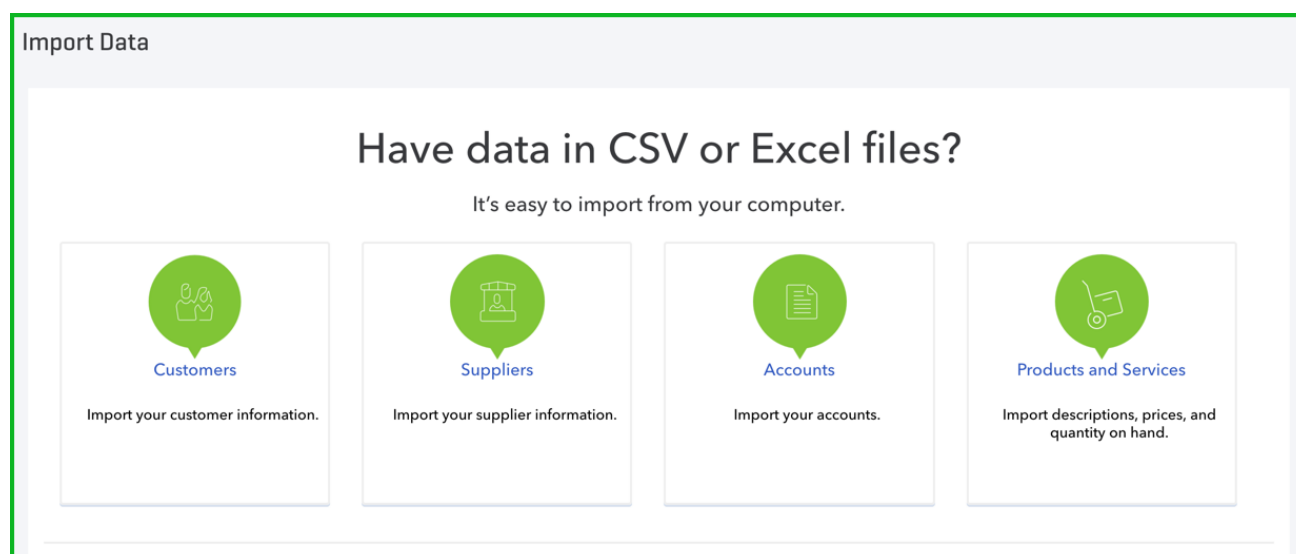
4. Find your data.

5. Click **Next**.

6. Review the data to ensure it is mapping correctly.

7. Click **Next**.

8. Click Import to complete the import.

Company Settings

In QuickBooks Online, there are settings that let you customize QuickBooks Online to your client's business. You can use these settings for a wide variety of purposes. The settings are where you enable features, disable features, and select options to customize QuickBooks Online around your company needs and your personal working style.

In this section, you'll only learn some of the basic settings needed when you first setup a client in QuickBooks Online.

1. Click the **Gear icon** menu in the top right corner.
2. Click **Account and Settings**.
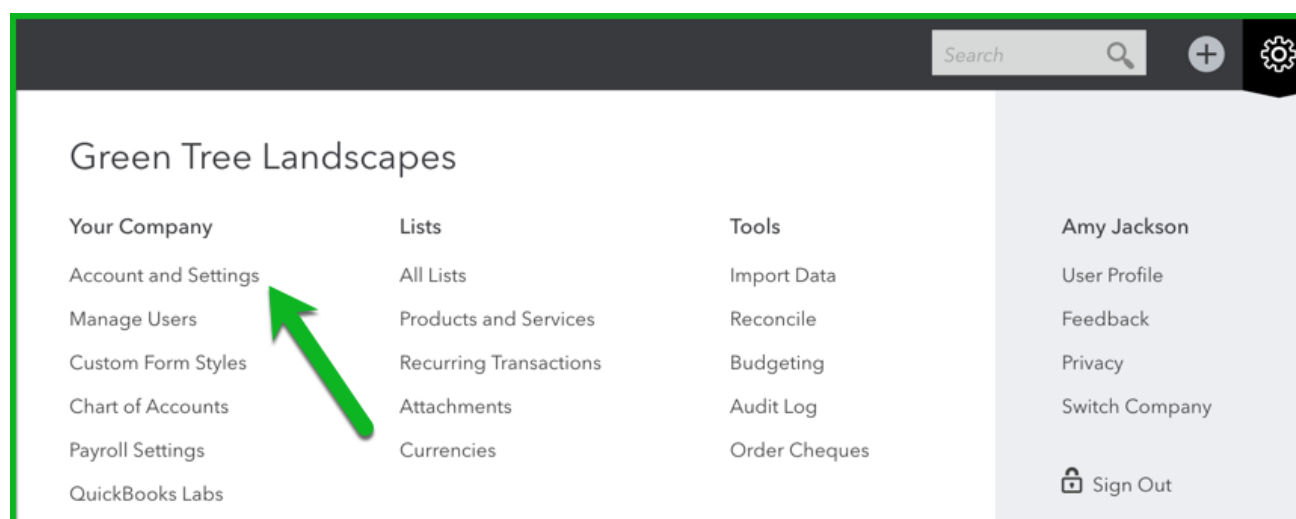
3. The **Account and Settings** window displays for you. There are over 60 settings that can be edited in this window. When you first setup *QuickBooks Online*, it's <u>not</u> necessary to edit every setting. There are several important settings to edit. Other settings can be updated later.

Company Contact Information

The company information section at the top of the window is important. This contains the company contact information. This information will be completed with the information that you entered when you first setup the company file.
If the company contact information changes this is the location where you will update the information.

The contact information is entered in the **Company** Settings. Enter the **Business number** in the appropriate field.

Update, add or remove information in the **Contact info**. section.

Accounting Information

You can update the Accounting information under the **Advanced** section.

1. Click **Advanced**.
2. Click **Accounting**.
3. To save any changes, click **Save**.

Set the fiscal year for your client, Closing Date, and other information in this section.

Note: Clients sometimes make mistakes that you want to avoid. QuickBooks Online has a feature called, **Close the Books** to help your clients avoid making these entries.

Close the Books

1. Select the **Close the books** option.
2. Enter the Closing date in the Closing date field. Enter a closing date. In addition to setting a closing date, QuickBooks Online lets you select one of two warning options.
   a. First, you can choose, **Allow changes after viewing a warning**. This option will warn users that they are about to save a transaction that is dated prior to the closing date. If they choose, they can continue and save the transaction.
   b. Second, you can choose **Allow changes after viewing a warning and entering password**. This option warns the user that they are about to save a transaction dated prior to the closing date as well as requires the user to enter a password. This is the best practice to ensure that users do not save entries in previous accounting periods.
3. Enter the password again in the **Confirm password** field. Now you know that Big Time Fitness cannot make errors in previous periods.
4. Click **Save.**
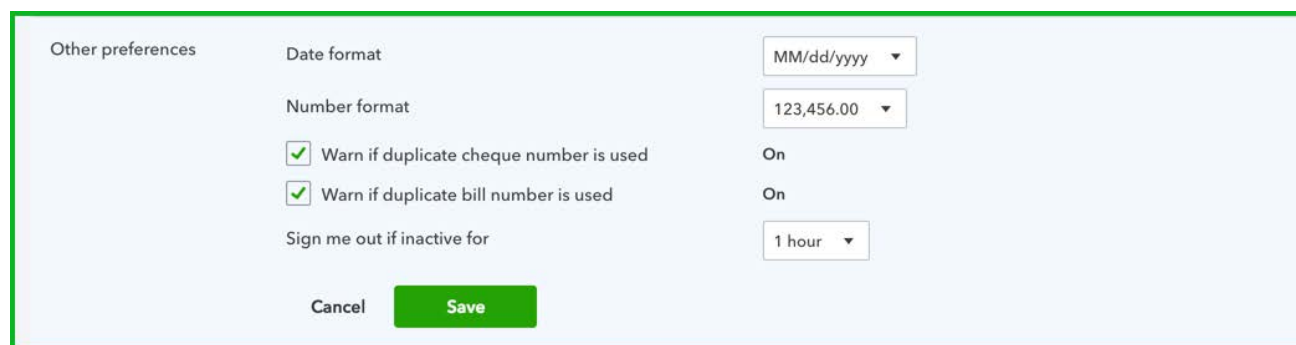
Date, Time & Warning Settings

QuickBooks Online lets you edit the date and time setting within the software.

1. Click **Advanced**.
2. Click **Edit** next to the **Other preferences** settings.
3. Click **Date Format**.
4. Edit the **Date Format** for your client needs.
5. Click **Save.**
6. **Select**
7. Click **Done** to close the Company Settings window**.**

Basic Sales Tax Setup

Before your clients record any sales or expenses, it's important to make sure that sales tax is setup. QuickBooks knows the location of your client's business based on their company information entered during the setup.

To complete the setup, you must enable the sales tax option. To turn on sales tax:

1. Click **Taxes**.
2. Click **Set up sales tax**.
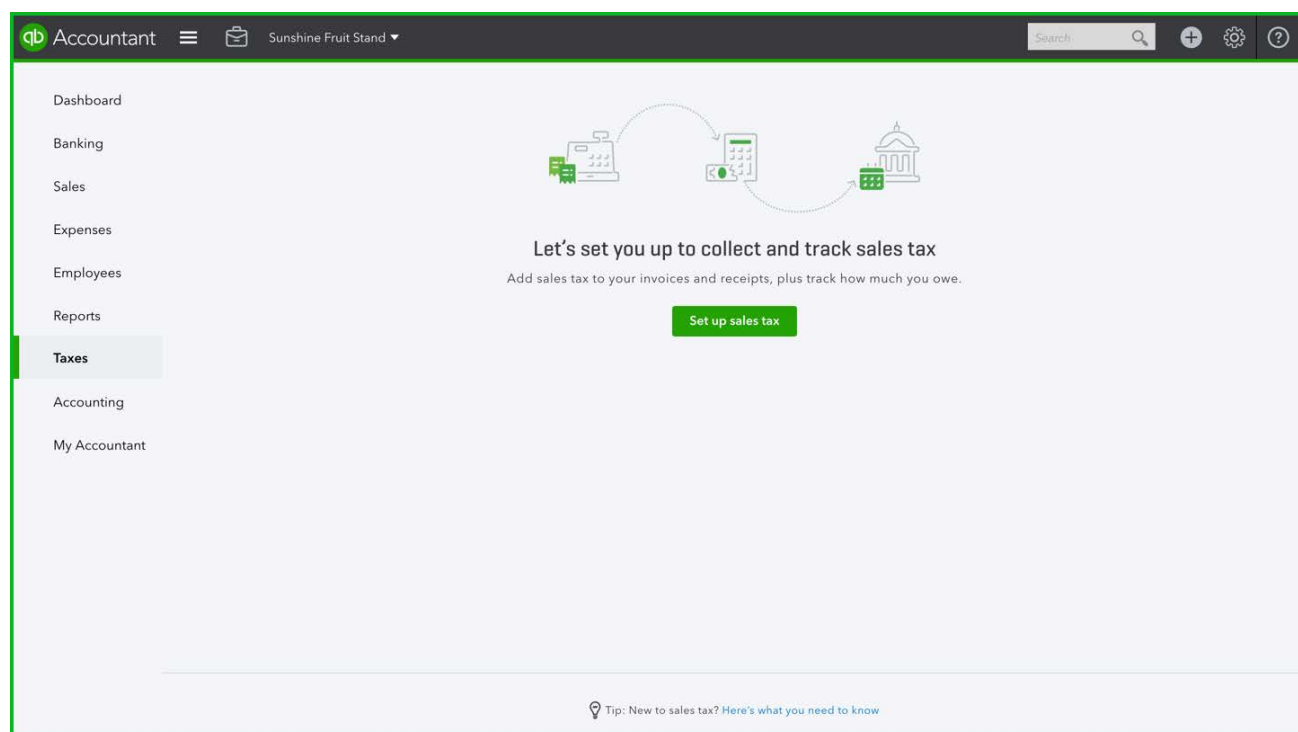
3. Choose your **Province or Territory**.

4. Add the appropriate tax information for your client's business.
5. Click **Next.**

QuickBooks confirms the setup of sales tax.
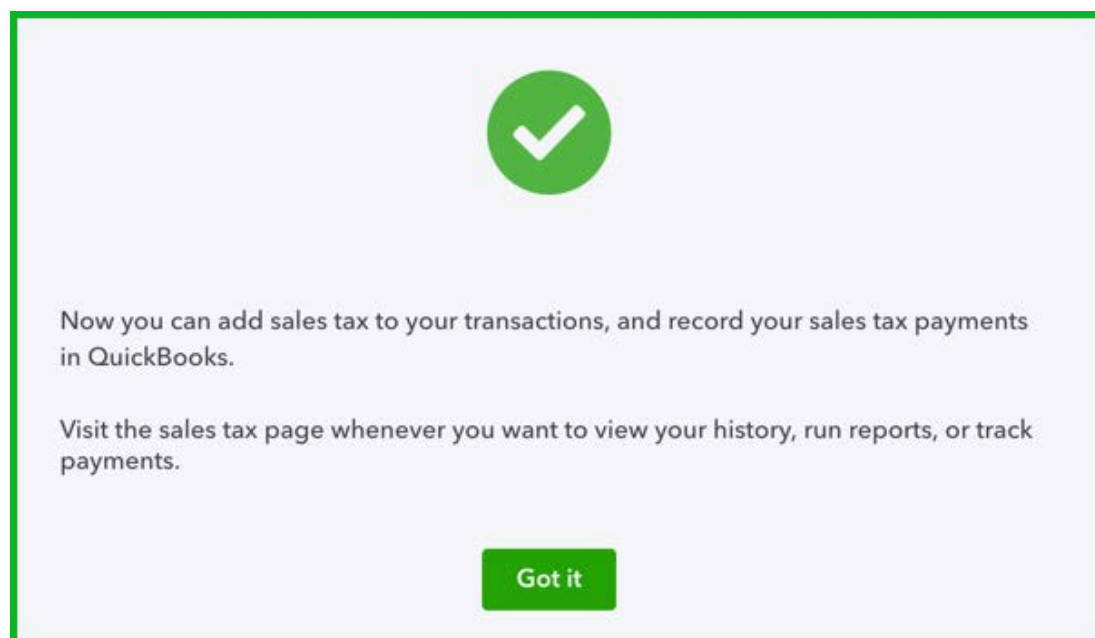
Chart of Accounts

The chart of accounts is a critical part of *QuickBooks Online*. Click the Gear icon to view the Chart of Accounts. Who sets up the client file will determine what type of chart of accounts your clients have. The two different scenarios are the following:

1. **Client sets up QuickBooks Online**: If your clients purchase and setup QBO they will be asked for an industry type and they QBO will setup a chart of accounts for your client. This is convenient for your client because they will have sufficient information to get started. However, if you want to standardize the chart of accounts for all your clients, you will have some work to do.
2. **ProAdvisor sets up *QuickBooks Online***: If you setup you client files from the QuickBooks Online Accountant version QuickBooks will provide you with a minimal chart of accounts. This lets you import or add a standard chart of accounts.

Customize invoices

To customize invoice templates:

1. Click the **Gear** icon.
2. Click **Custom Form styles**.
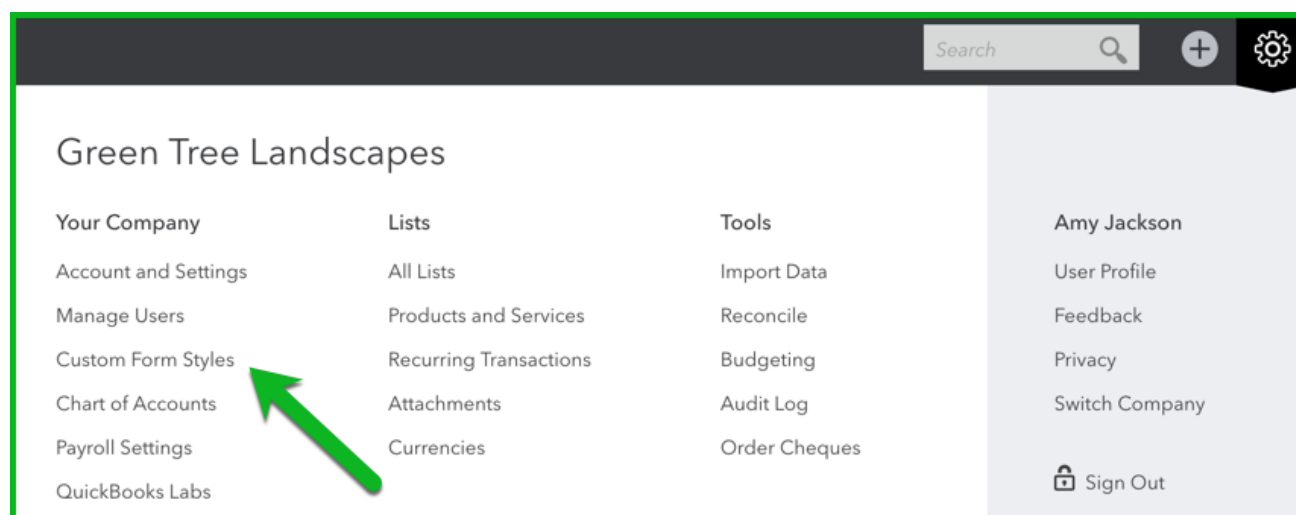
3. Click **New Style.** d **Invoice, Estimate or Sales Receipt**

4. There are 2 main elements that you can edit in the customization of forms. They are the **Design** of the form and the **Content** the form will contain.

5. Click **Design** to customize the appearance of the form. From this window, you can do the following:

    o   Change the template. Click **Change up the Template**, and then choose from one of the 5 template options.
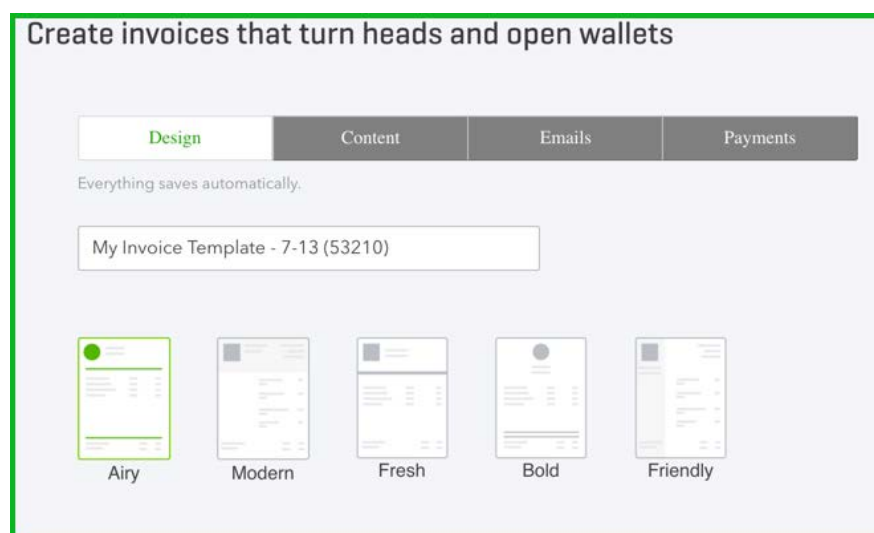
    o   Click **Make Logo Edits**. Add or remove the logo, resize the logo and place it on the form, from this section.
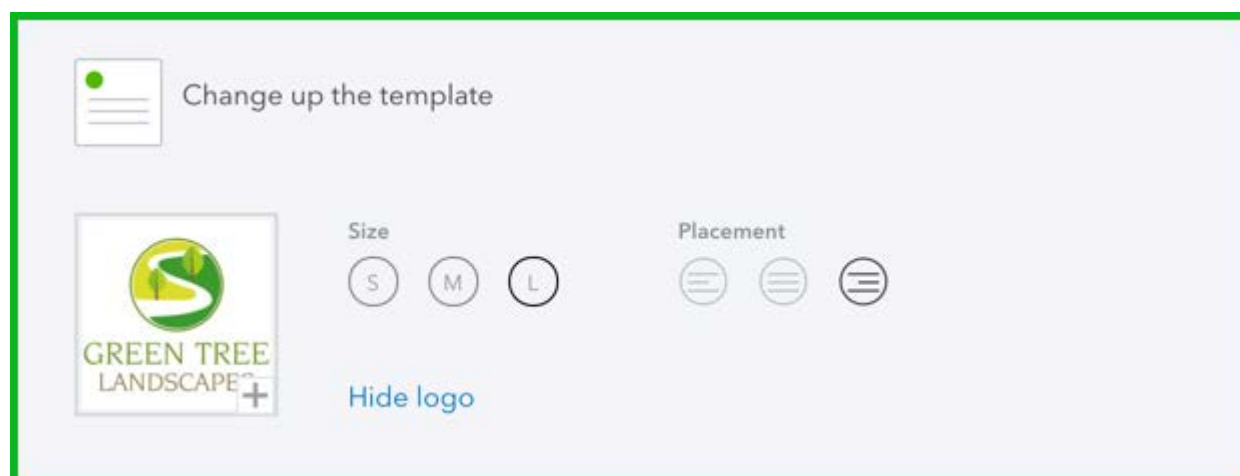
o Click **Try Other Colours**. Choose from the color palette available or enter your own.

Make logo edits

#4F90BB
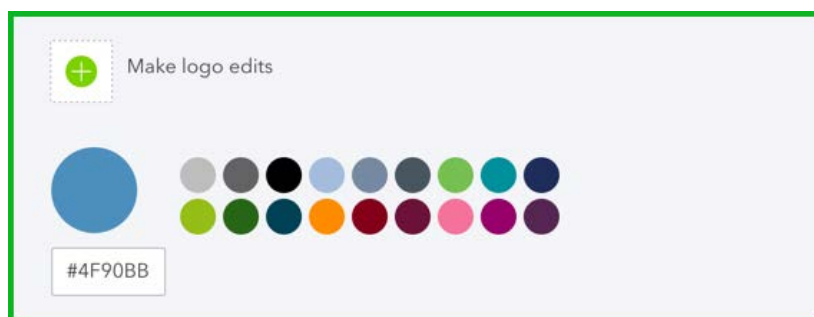
o Click **Get Choosy with your Font**. Select a font that works for your form.

Helvetica ▼   10pt ▼

o Click **When in Doubt Print it out** to edit the margins.

Page margins

Top	Left	Bottom	Right
0.5"	0"	0.5"	0"	Reset

☐ Fit printed form with paystub in window envelope

☐ Use letterhead paper

6. Click **Content** to customize the body of the form.

7. Click one of the three sections on the form template to the right. Click the Header, Body, or Footer to edit each section.

8. Click Header to edit the following:
   - o **Business name, phone, email**, and other contact information.
   - o Enter the Form name and choose Form Number options.
   - o Add or remove fields to display under the Display options.

9. Click the Table section to edit the body portion of the template.

Add or remove columns from the body of the template. Reorder the columns by dragging the icon to the left of the field up or down.

Click **Edit Labels and Widths** to edit how the columns display.

10. Click the **Footer** portion of the page to edit the footer. Add or remove information from the footer.

11. Click **Done** to complete the setup of the form.

Setup Users

You can add users for your client and assign them limited permissions within QuickBooks. There are 4 types of users:

- Regular or custom user
- Company Administrator
- Reports only
- Time Tracking only

To add a user:

1. Click the **Gear Icon** → click **Manage Users.**
2. Click **New.**

3. **Choose a type of user → Next.**

4. Select the **user's access rights** → click **Next**.

5. Select the **user's administrative rights** → Click **Next**.

6. Enter the **Email address of the user to add** → Click **Next** → Click **Finish** to send the invitation to the user to complete the setup.

CHAPTER 8 – REPORTS IN QUICKBOOKS

There are many preset reports in QuickBooks Online that provide information for your client. They are listed in the Reports page on the navigation bar. Click the navigation bar to view what reports are available.

OBJECTIVES

After completing this chapter, you should be able to:

- Create default reports for your client
- Customize a report using filters, and column customization
- Save reports as .pdf and .xls
- Save customized reports

REPORT CENTRE

Click the Reports link in the navigation bar to open the report centre. The report centre includes several different categories of reports.

Recommended – reports that are commonly run reports for small business

Frequently run – reports frequently run by your client

My Custom Reports – customized reports created by your client or shared by you with your client

Management Reports – financial statements

All Reports – list of all reports sorted into categories
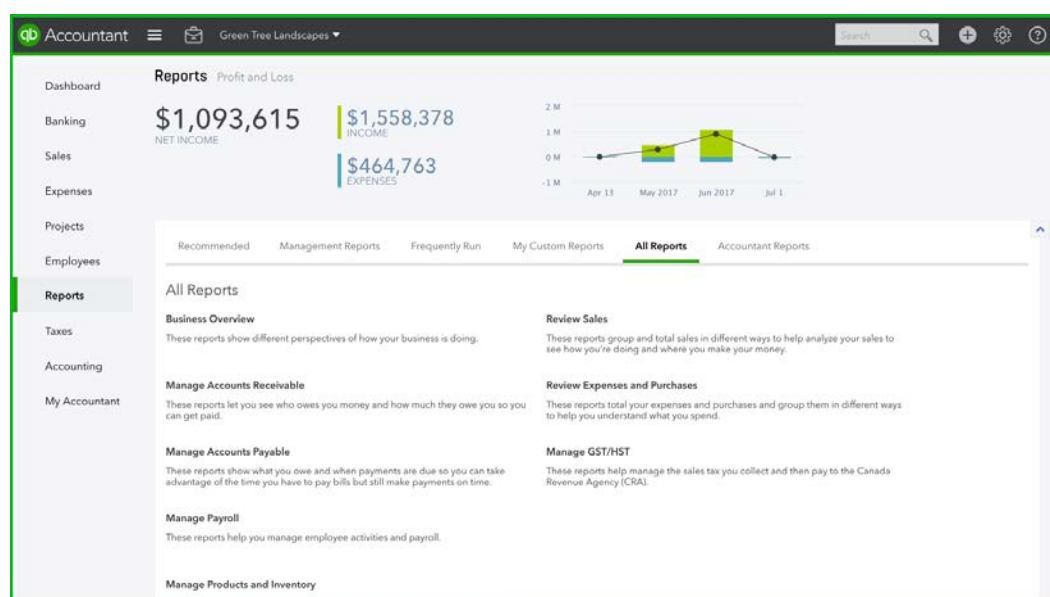
To view Accountant reports:

1. Click **All Reports**
2. Click **Accountant Reports**

Click any category of reports in the **Accountant Reports** section to view specific reports about your client business.

Profit & Loss Report

This report is also called an income statement. It summarizes your income and expenses for each income or expense account on your chart of accounts, so you can tell if you're operating at a profit or a loss. To create a profit and loss report:

1. On the **Reports** link, under **Company Reports**, click **Profit & Loss**. QuickBooks creates the reports based on the year to date information.

Balance Sheet Report

To create a Balance Sheet report:

1. In **Accountant Reports**,
2. Click **Balance Sheet**.

CUSTOMIZING REPORTS

To change the view on any report:

1. On any report, click **Customize**.

2. Edit the report using the two menu options on the report. You can sort the information add notes and edit the header of the report.

3. Click the right-side menu option to save the report or to send it to excel. Click the **Gear** icon to customize the columns.

4. Click **Customize** continue to customize the report. You can customize the report by changing the following:

   o **Report period**

   o **Number format**

   o **Rows/Columns**

     ▪ Select columns to add or remove

     ▪ Drag and drop the columns to reorder

5. Click **Filter.**

    o   Select **Filter** → Choose more details
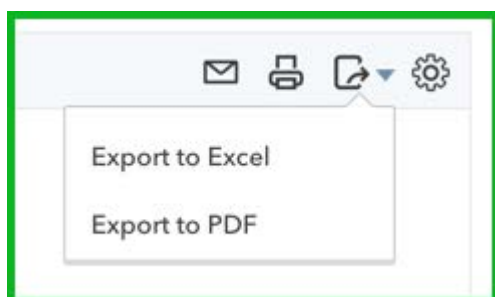
6. Click **Header/Footer** to edit the report information.

7. Click **Run Report.**

SENDING REPORTS TO EXCEL

QuickBooks is a powerful reporting tool. To further analyze you may want to use Excel to do further financial analysis. QuickBooks helps you get started by exporting reports to excel with one click exports. QuickBooks maintains the formulas and formatting after sending the report to Excel. To export a report to Excel:

1. Go to **Reports** and run a report.
2. On the report...click the Export report icon.

3. QuickBooks saves the report and downloads it to your computer. Click the report to open.
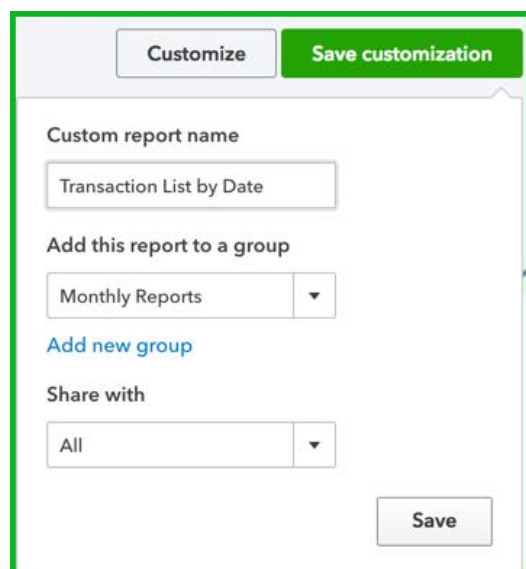
AUTOMATED REPORTS

Using QuickBooks Online, you can have reports automatically sent by email to yourself and others at regular times (e.g. 1st of the month).

Any customized reports can be saved as part of a **Report Group**.
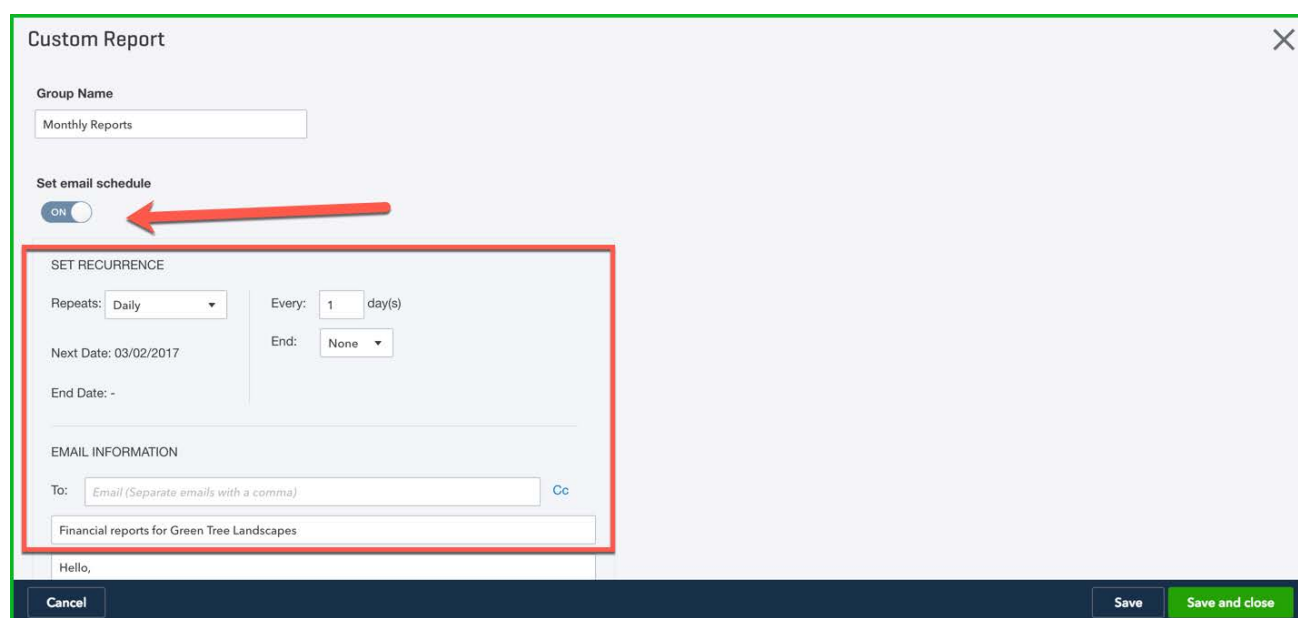
1. In **My Custom Reports**, click Edit to edit the Report Group Settings.
2. Click **Set email schedule**.
3. Edit the email schedule for your client.

CONCLUSION

To take the QuickBooks Online Certification exam, login to your QuickBooks Online Accountant account and then click the **ProAdvisor** tab. Click the **Certification** tab and click **Take exam**.

You can take additional training classes online or in classrooms across Canada. You can view all upcoming training classes in the Certification tab.

APPENDIX I

AUTOMATION USING APPS

There are many apps in the Apps centre in QuickBooks that will help you be more efficient as a bookkeeper or accountant. Apps to automate data are going to help you reduce or eliminate data entry. This can save you and your teams time and money. In this section, we review several common apps that accountants and bookkeepers are using to automate their data entry work and other processes in their practice and for their clients.

Notes:

- The information presented in this section will not appear on the QBO Certification exam.
- There are many apps available in the Apps Centre. We've chosen common apps but there are many alternatives to these apps if you search for them.

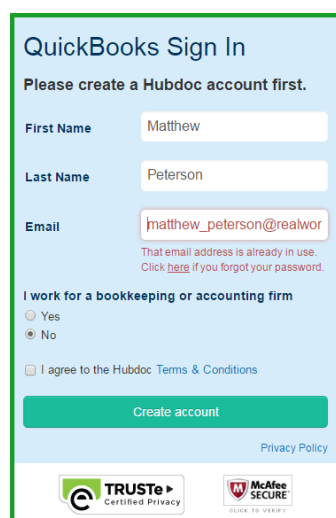## *Automation of Accounts Payable and Expenses*

One of the most challenging parts to data entry is recording credit card receipts, bills, and other expenses. The bank feed does a great job entering some of this data. There are two apps that will help with these tasks.

Hubdoc — Hubdoc.com

Hubdoc is an app designed to fetch your client's statements and bills and automatically enter them in QuickBooks. It also manages the receipts and bills that you can scan from your computer or using the mobile app. Using this app will automate the data entry of bills and many expenses.
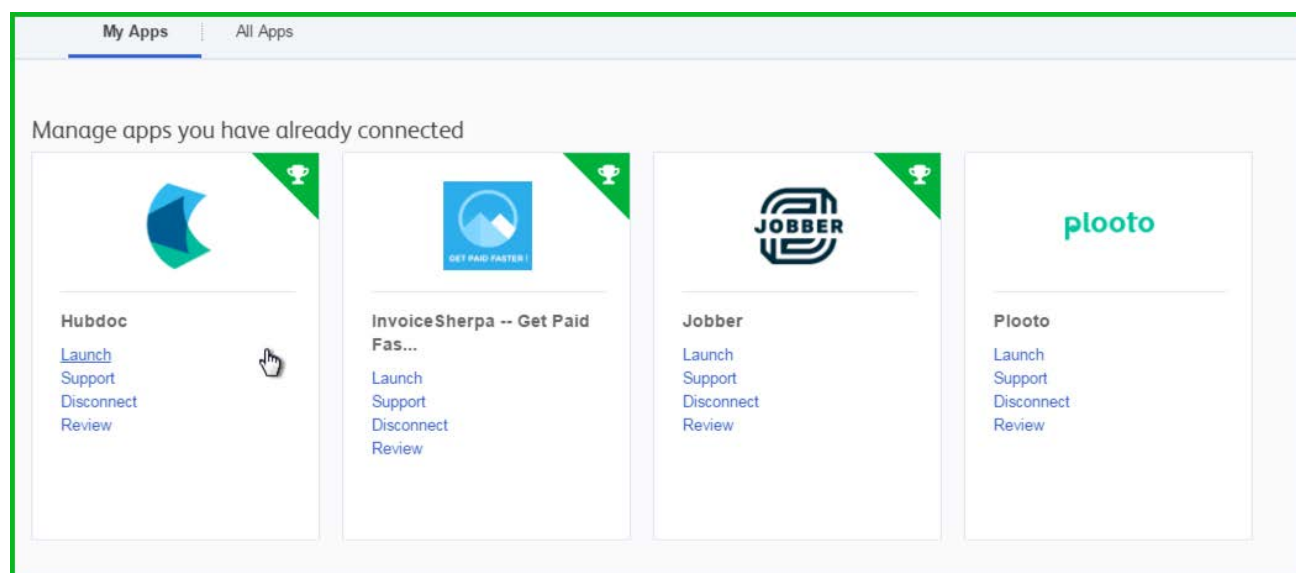
To Setup Hubdoc you do the following:

1. From the QuickBooks Apps centre find Hubdoc and click Get App now.
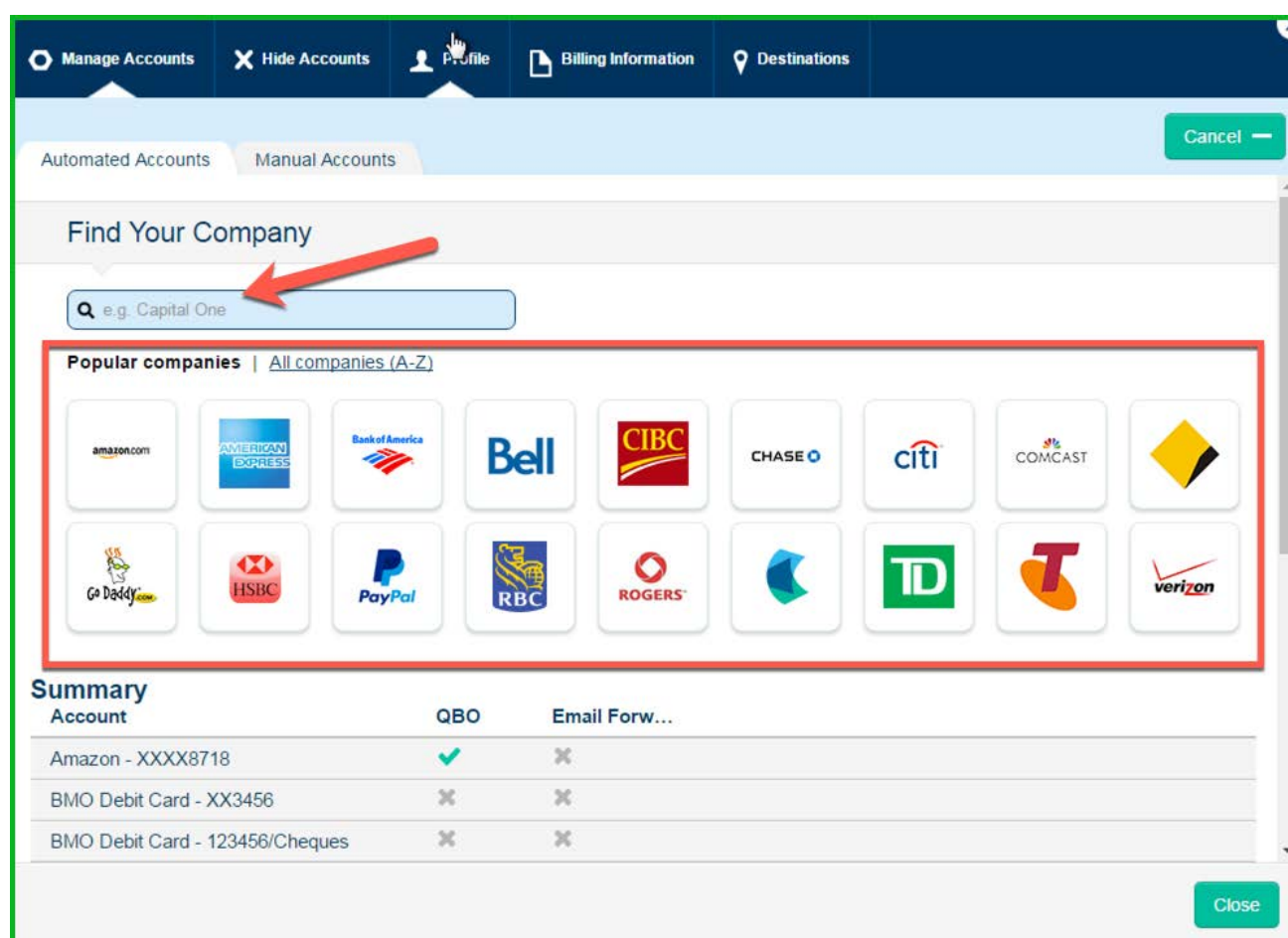2. Create an account.

3. Click **Launch** from the **My Apps** tab in the **App Centre**.

4. Click Add account to add a new supplier bill or statement.

5. Like the setup of QBO bank feeds, enter your online credentials with the supplier.
6. Click **Add account**.

7. Hubdoc adds the supplier.

8. Setup the supplier account by going to the bill. Click the Edit icon (far-right on the bill) →
   click Configure.
9. Update the information and then click **Publish**.

Plooto – Plooto.co

Plooto works with QuickBooks to automate online bill payment. You can pay bills from Plooto that come from QuickBooks. When they're paid, they are paid in QBO, automating the Pay Bills process.

To setup Plooto:

1. Go to the App Centre and click Get App Now.
2. Click **Authorize.**
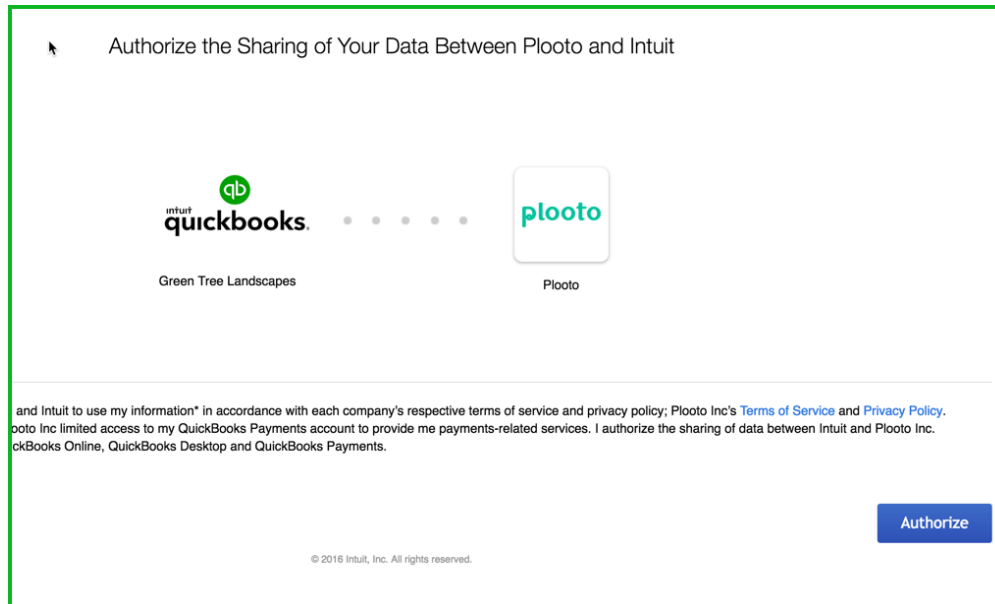
3. Plooto synchronizes your bills from QuickBooks automatically.
4. Select the bills to Pay and QuickBooks will receive updated information for Plooto to automate the Bill Payments.

Automation of Accounts Receivable

InvoiceSherpa – Invoicesherpa.com

Automate accounts receivable for your clients. This app lets you setup automated reminders for your client's customers. You can customize automated reminders using emails and text messaging. Setup recurring payments for your clients or even your own firm. To setup InvoiceSherpa:

1. Go to the Apps centre → find InvoiceSherpa.
2. Click **Get App Now**.
3. Click **Authorize.**
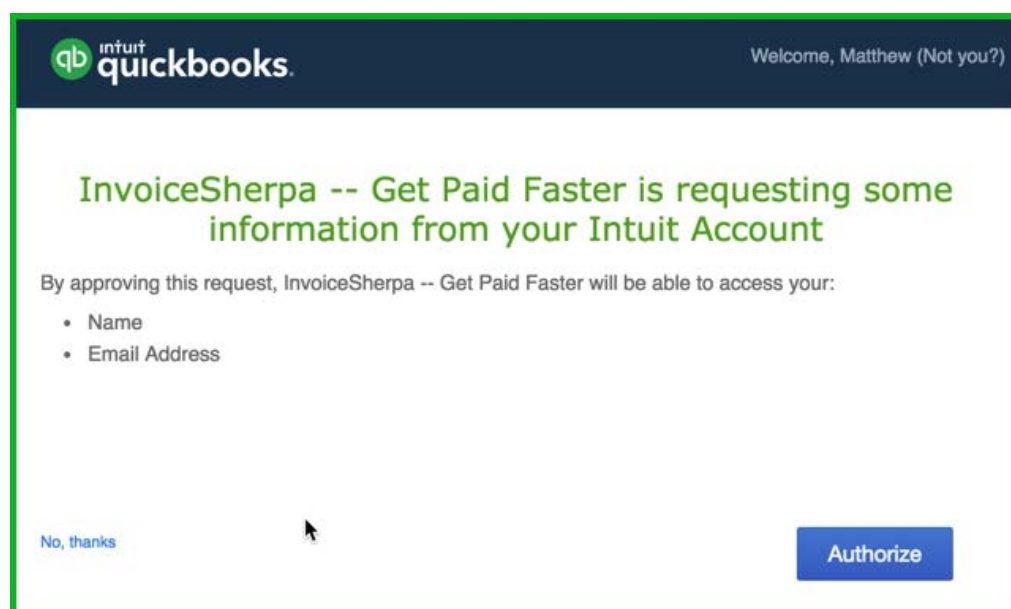
4. Click **Invoice Reminders.**

5. Drag and drop the type of reminder you want to setup for your client or for your firm. Choose to setup reminders for before the invoice is due or when it is past due.
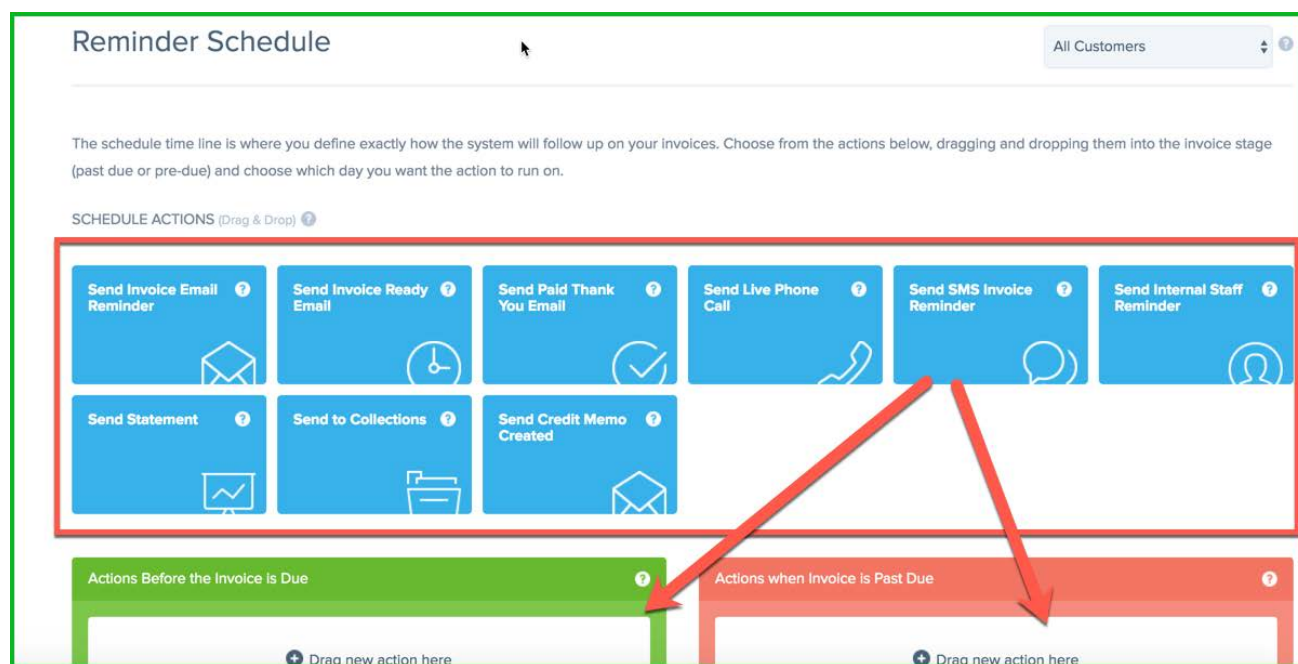
6. Click Customer Portal to preview the customer's view in the portal
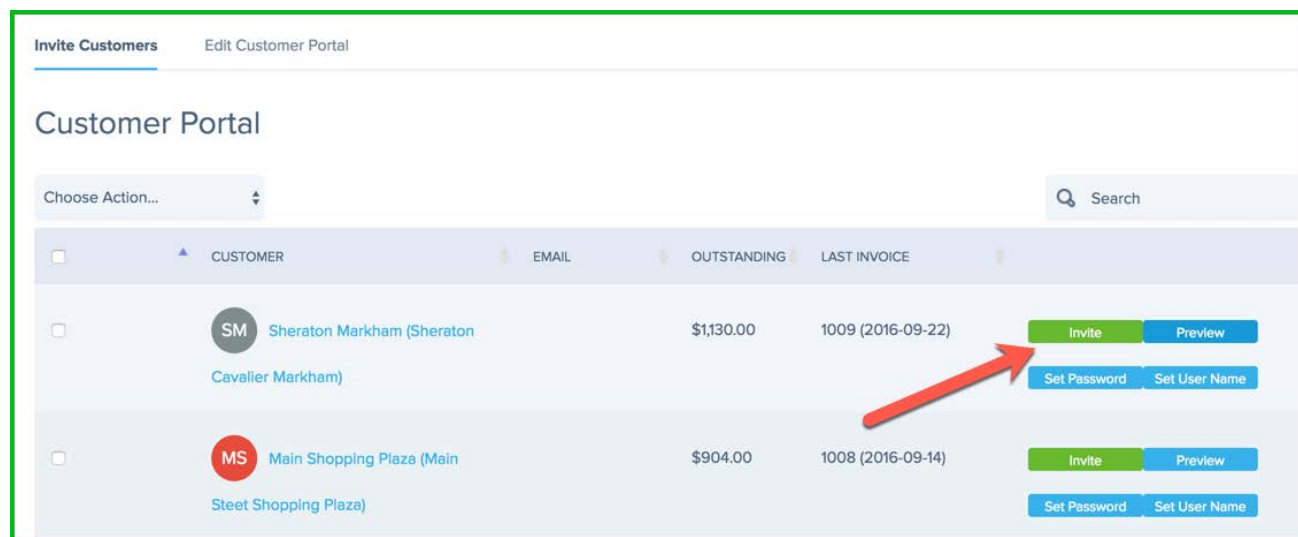
Report Automation

Fathom Reporting – Fathomhq.com

Fathom is designed to help you get more out of QuickBooks reports. It's designed to provide Key performance indicators, and other powerful visual reports. To connect Fathom:

1. Go to the App centre and find Fathom → click **Get App Now.**
2. Click **Add a Company**
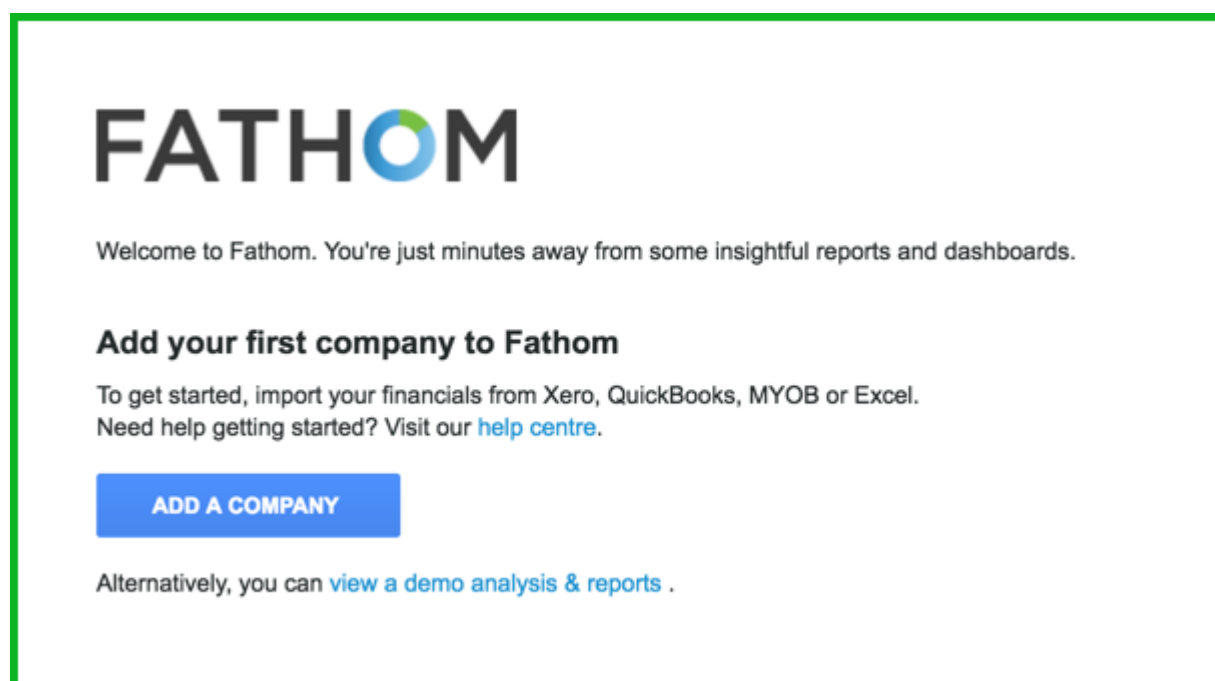
3. Click **Select** to choose QBO as the data source.
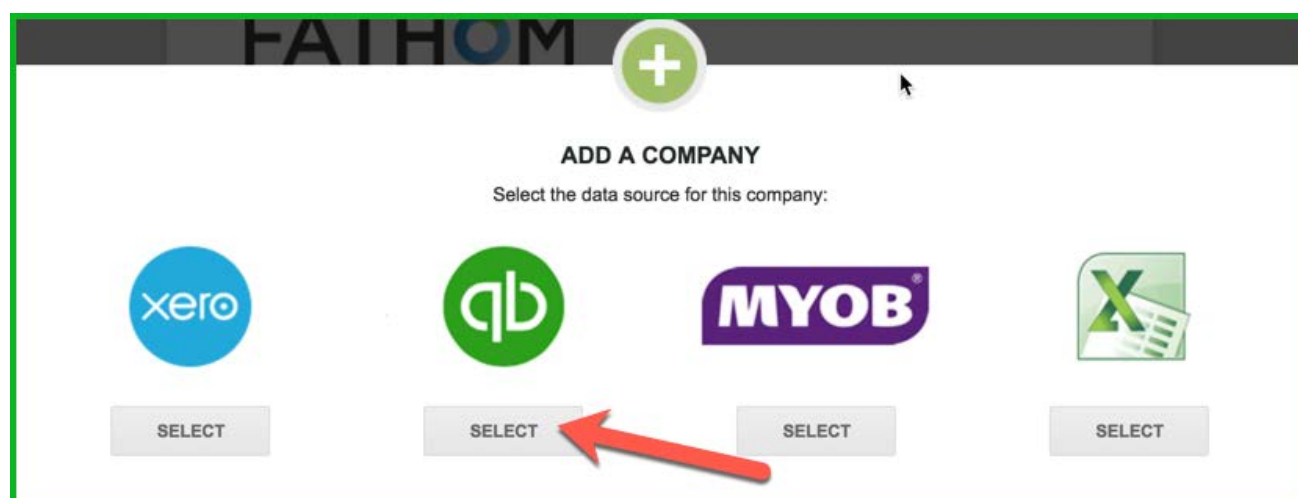
4. Click **Connect to QuickBooks**
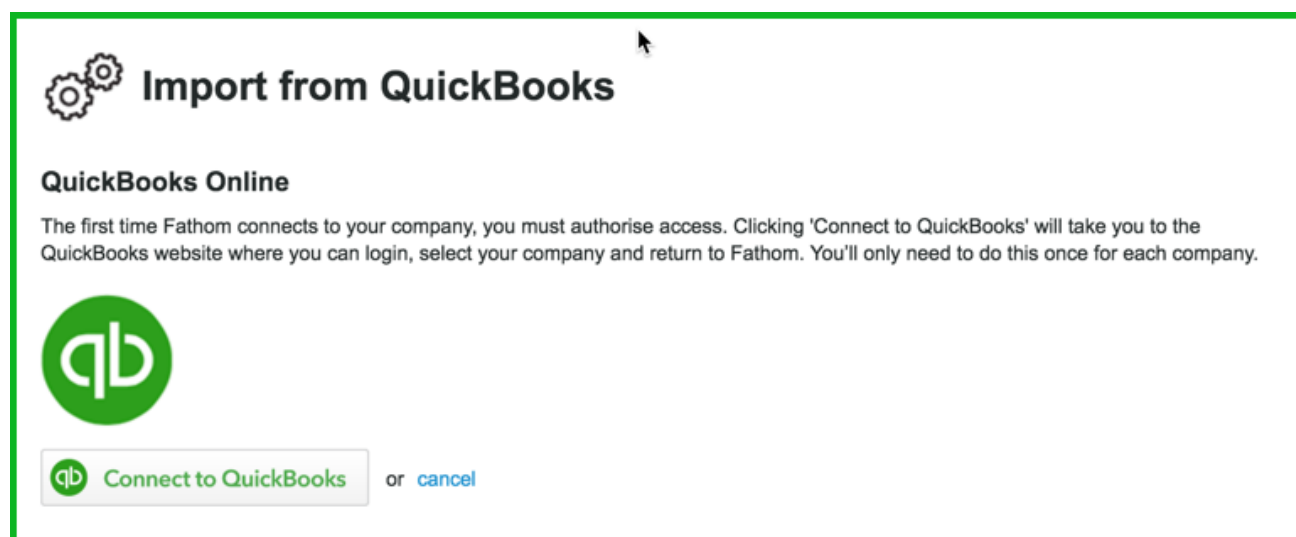
5. Sign-in to QuickBooks.
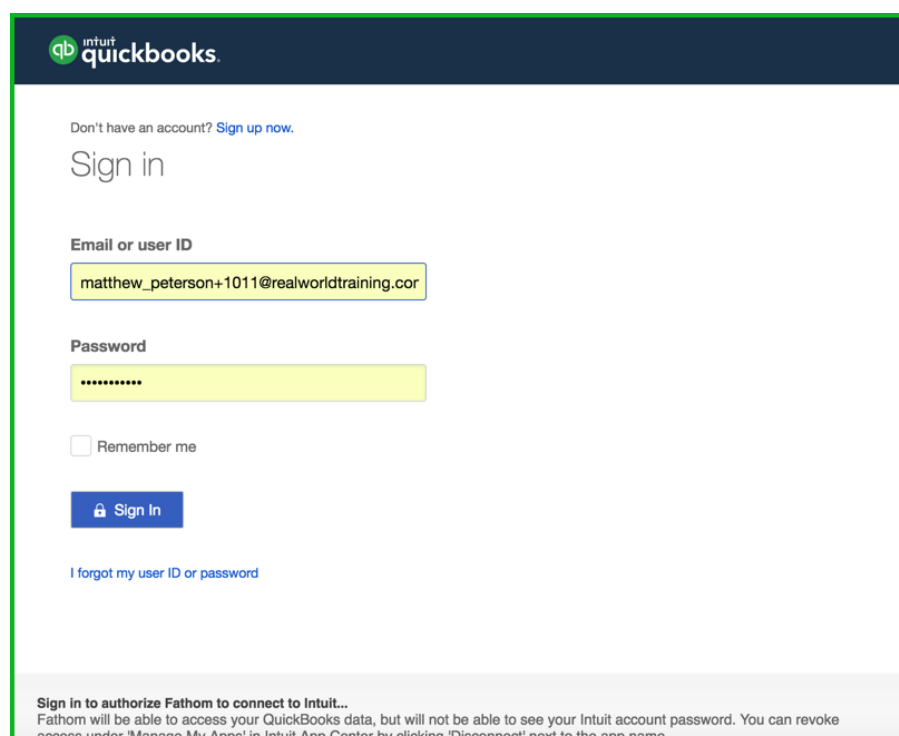
6. Click **Authorize.**
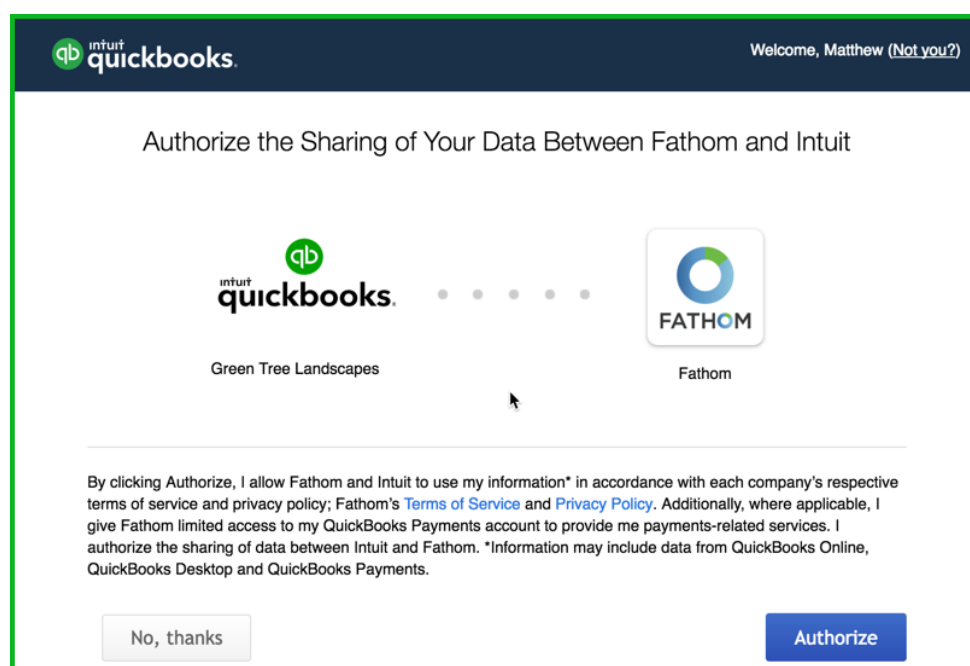
7. Choose the date range for the data import.
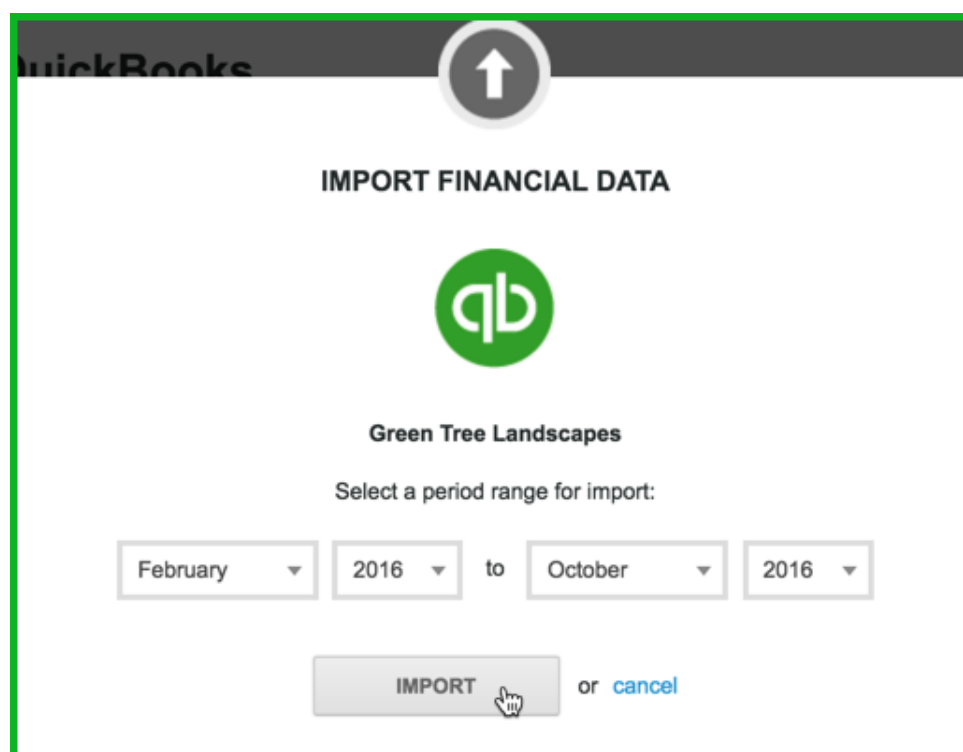
8. Click the 3 icons to edit the Settings, run Analysis or Reports.
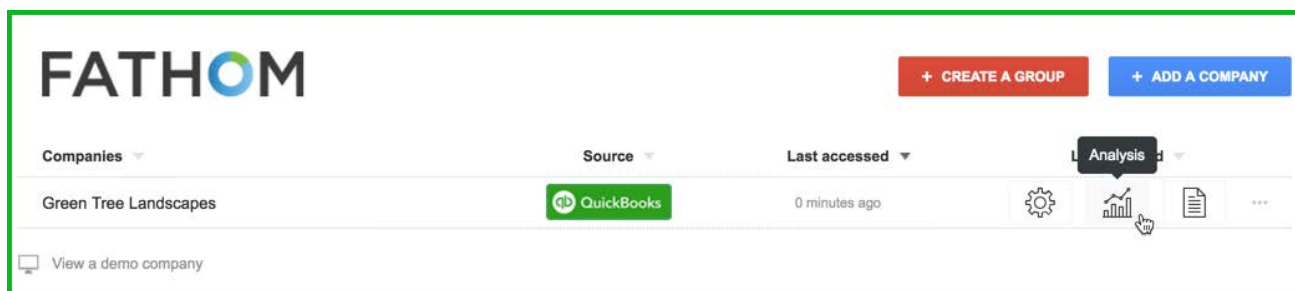
9. Click Analysis to view a visual representation of QuickBooks data.
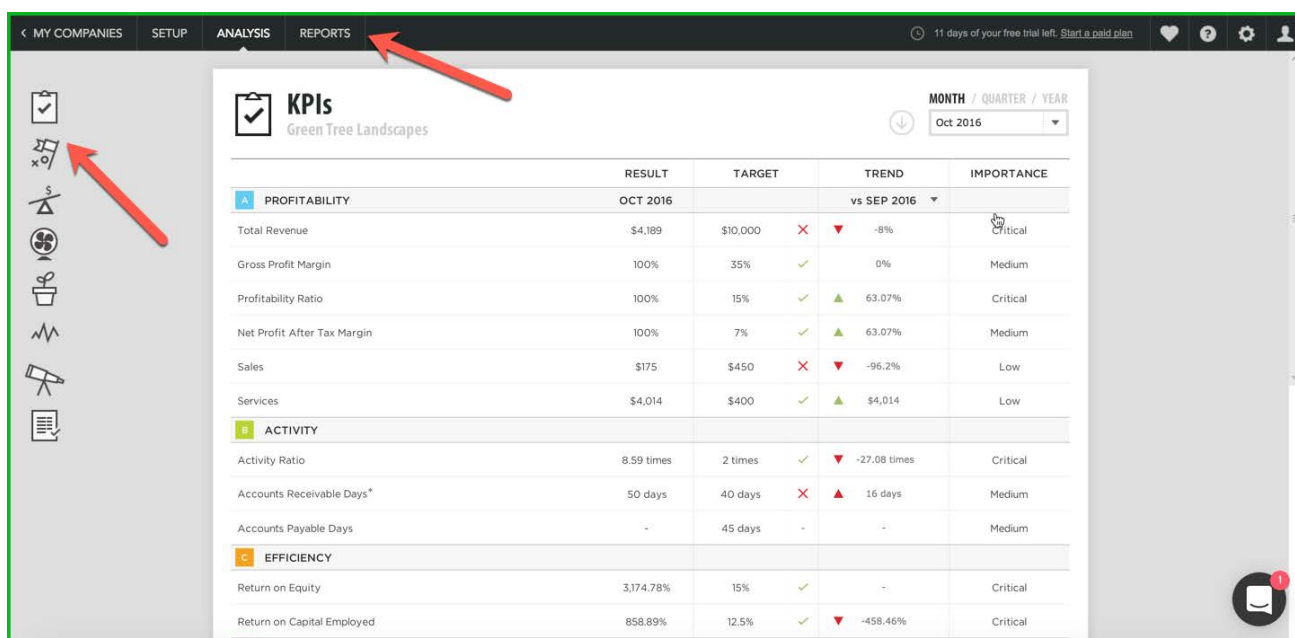
ADDITIONAL RESOURCES

Intuit Sales Team

Contact Sales at: **1-800-452-9970**

RESOURCES FOR ACCOUNTING PROFESSIONALS

Intuit Canada website

https://quickbooks.intuit.ca

Find-an-Accountant

Find a trusted network of experts and ProAdvisors who can help with your QuickBooks setup, bookkeeping and tax planning

http://proadvisor.intuit.com/search/index-standalone.html?v3&region=ca#/landing

QuickBooks Online Training for Accountants and Bookkeepers

Current QuickBooks Online training schedules are included on this website, along with short videos, QuickBooks Online Certification training recordings, and resources for small businesses http://proadvisor.intuit.ca/cloud-accounting/accounting-resources/training.jsp

QuickBooks Learn & Support

Search for resources which includes support articles, videos and tutorials that address the top FAQ's for QuickBooks Online, QuickBooks Desktop and T2 Corporate Tax https://community.intuit.com/products/quickbooks-help-en-ca?_cr=3

RESOURCES FOR SMALL BUSINESSES

QuickBooks Small Business Centre

Small Business resource for Accountants and Bookkeepers that features topic like tax, working in the Cloud, Apps for your business and business growth strategies

http://quickbooks.intuit.ca/r/

QuickBooks Tutorials

Short videos with step-by-step instructions to learn how to use QuickBooks

http://quickbooks.intuit.ca/tutorials/

QuickBooks Webinars

Live online sessions that will help you get started on the features and functions of QuickBooks

http://quickbooks.intuit.ca/tutorials/webinars/

PAYMENTS, PAYROLL AND APPS

Payments

Get started with QuickBooks Online Payment

http://quickbooks.intuit.ca/payments/

Payroll

Features and benefits about Direct Deposit and QuickBooks Online Payroll

http://quickbooks.intuit.ca/payroll-software/online-payroll-software/

Apps

Browse and sign-up for Apps that enhance the QuickBooks experience

https://apps.intuit.com/

SOCIAL MEDIA

Intuit Accountants News Central

Accountant Blog that features business and industry trends, newsletters and expert advice, on topics like Apps for your business and business growth strategies

https://www.firmofthefuture.com/?countrySelect=Canada

Facebook

Connect with Accountants and Intuit product experts for insights and have questions answered

https://www.facebook.com/IntuitQuickBooksCanada/

Twitter

Have a question? Our Intuit experts are available to help

https://twitter.com/QuickBooksCA

YouTube

Videos and discussions

https://www.youtube.com/channel/UCM3hMaFsFdMlPznK_Qg4nlQ/featured

Contact Us

In-product chat also available within the 'ProAdvisor' Support tab

https://help.quickbooks.intuit.com/en_CA/contact