

QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Certification Training Guide



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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.

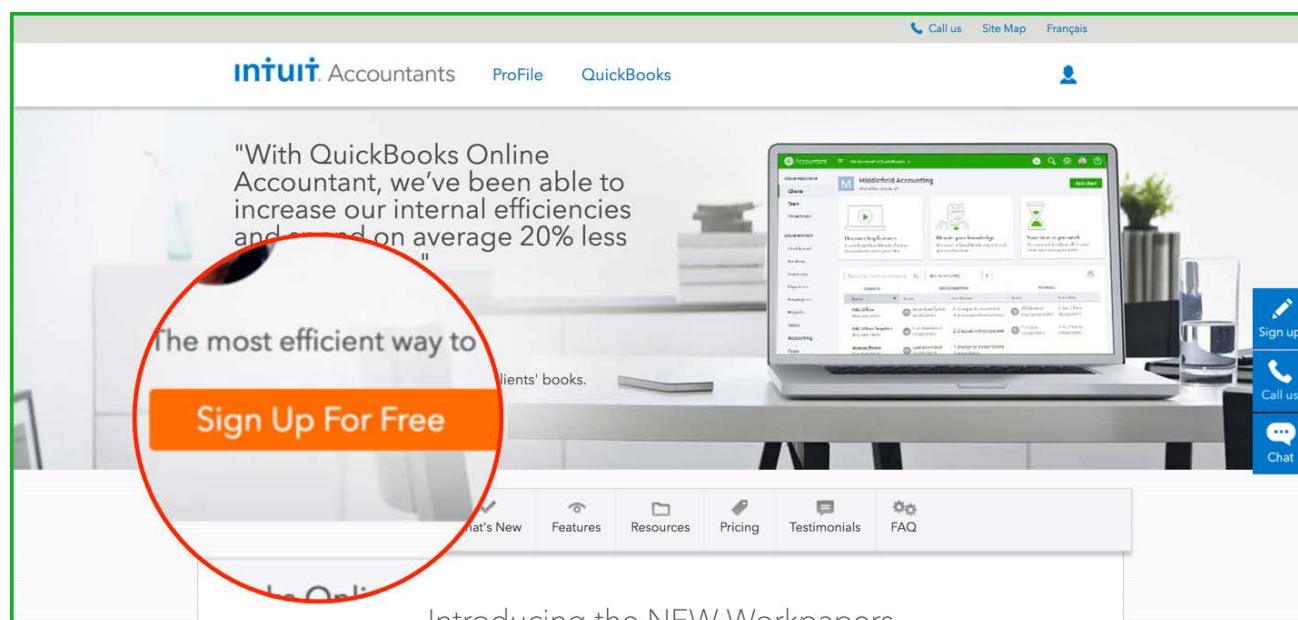
QUICKBOOKS ONLINE CERTIFICATION EXAM

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**.

qb QuickBooks

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

Download it free

Learn how it works

Sign in

Email or user ID
amy-jackson

Password
.....

☒ Remember me

Sign In

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

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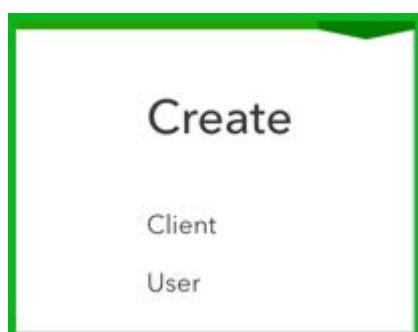
After signing in, QuickBooks displays the client list. This list includes all the company files that you're working with in QuickBooks Online Accountant.

The screenshot shows the QuickBooks Online Accountant interface for a practice named 'Real World Accounting'. The left sidebar contains navigation options: 'YOUR PRACTICE' (Clients, Team, ProAdvisor), 'YOUR BOOKS' (Home, Customers, Suppliers, Employees, Transactions, Reports, Sales Tax), and 'Add client'. The main area displays a table of clients. A red box highlights the 'CLIENTS' tab and the list of clients.

CLIENTS		BOOKKEEPING		PAYROLL		TAX	
Name	Status	For Review	Banking	Status	Items Due	Workpapers	NEW
Big Time Fitness	Closed 31-12-2...						
Bobby's Burger Joint							
Burlington Consulting Comp...	Closed 31-12-2...						
Burlington Cultural Associati...							
Burnaby Fitness	Closed 31-12-2...	1 change to reconciled					
Calgary Fitness	Closed 31-05-2...						
Canada Fitness	Closed 31-12-2...	3 changes to closed bo...	Last download 30-11-2015	Pay date 17-02-2017			

NAVIGATING QUICKBOOKS ONLINE ACCOUNTANT

1. Click  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  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

Green Tree Landscapes 3 Green Tree Landscapes

Notes **NEW** | Bookkeeping **1** | Payroll | Shared documents

New and noteworthy

Add lots of notes, and pin your favourites. And now they show name, date, and time, too. Coolness.

Add notes here...

Save

- **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.

Green Tree Landscapes 3 Green Tree Landscapes Edit client

Notes **NEW** | **Bookkeeping 1** | Payroll | Shared documents

Books closed: 31-12-2016 Last sign in: 11-07-2017 Last download: 10-07-2017

ACCOUNT	CURRENCY	CURRENT	LAST RECONCILED
Capital One Mastercard	CAD	-2,418.97	
Accounts Payable (A/P)	CAD	-447,272.60	
Accounts Payable (A/P) - USD	USD	-119.81	
Accounts Receivable (A/R)	CAD	1,858,635.21	
Accounts Receivable (A/R) - USD	USD	303.87	
American Express	CAD	-28,707.02	

Review in QuickBooks

19 unaccepted transactions
Downloaded 10-07-2017
[Review now](#)

Workpapers **NEW**

2015: [Start review](#)
Last updated 15-05-2017
2016: [Continue review](#)

- **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

Green Tree Landscapes 3 Green Tree Landscapes Edit client

Notes NEW | Bookkeeping 1 | **Payroll** | Shared documents

Next pay date: 15-07-2017 Last pay date: 31-01-2017 [All pay cheques](#) | [Run payroll](#) qb Payroll

Recent tax payments ▼

TAX PAYMENT	PAID	AMOUNT	PERIOD
Federal Taxes	15-02-2017	\$1,198.36	Jan 1 to Jan 31

[View all tax payments](#)

Review in QuickBooks
No items for review

- **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.

Green Tree Landscapes 3 Green Tree Landscapes Edit client


Notes NEW | Bookkeeping 1 | Payroll | **Shared documents**

ⓘ These are shared documents
Both you and your client can view, add, and delete these documents.

Batch Actions ▼ Upload

<input type="checkbox"/>	DOCUMENT	REQUEST	DATE UPLOADED	ACTION
<input type="checkbox"/>	Larry Landscaping Bank QBO	--	Tuesday	Download ▼

< First Previous 1-1 of 1 Next Last >









- 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

Real World Accounting		
Amy's clients (44)		
<div>Find a client </div> <div>All clients (44) ▼</div>		
CLIENTS		BOOKKEEPING
Name	Status	For Review
Big Time Fitness	 Closed 31-12-2015	
Bobby's Burger Joint		
Burlington Consulting Company	 Closed 31-12-2016	
Burlington Cultural Association		
Burnaby Fitness	 Closed 31-12-2015	1 change to reconciled
Calgary Fitness	 Closed 31-05-2016	
Canada Fitness	 Closed 31-12-2016	3 changes to closed books

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

Canada Fitness	 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.

	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)

	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**

Add user

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

Add user profile information

* First name Middle name * Last name

Thomas Pehrsson

* Email

thomas_pehrsson@realworldaccounting.com

Title

Bookkeeper

Cancel Next

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

Add user

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

Specify access to firm administration and books

Access: Basic

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	View only
Firm users	None
Subscriptions and billing	None
YOUR FIRM BOOKS	ACCESS
Customers and accounts receivable	No
Suppliers and accounts payable	No

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

Back Next

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

Add user

1

USER PROFILE

2

FIRM ADMINISTRATION AND BOOKS

3

CLIENT ACCESS

Specify client access

Find a client

CLIENT

Big Time Fitness

Bobby's Burger Joint

Burlington Consulting Company

Burlington Cultural Association

Burnaby Fitness

Calgary Fitness

Canada Fitness

Client access

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

Back

Save

17

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**.

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Gisele Doucet	giseledoucet01@hotmail.com	Custom Access	Pending	Invited Resend
Matthew Peterson	matthew_peterson+1011@realworldtraining.com	Master Admin	Yes	Active

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

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
Matthew Peterson	gisele_doucet+30@realworldtraining.com	Active
Tanis Young	tanis@youngsun.ca	Active

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



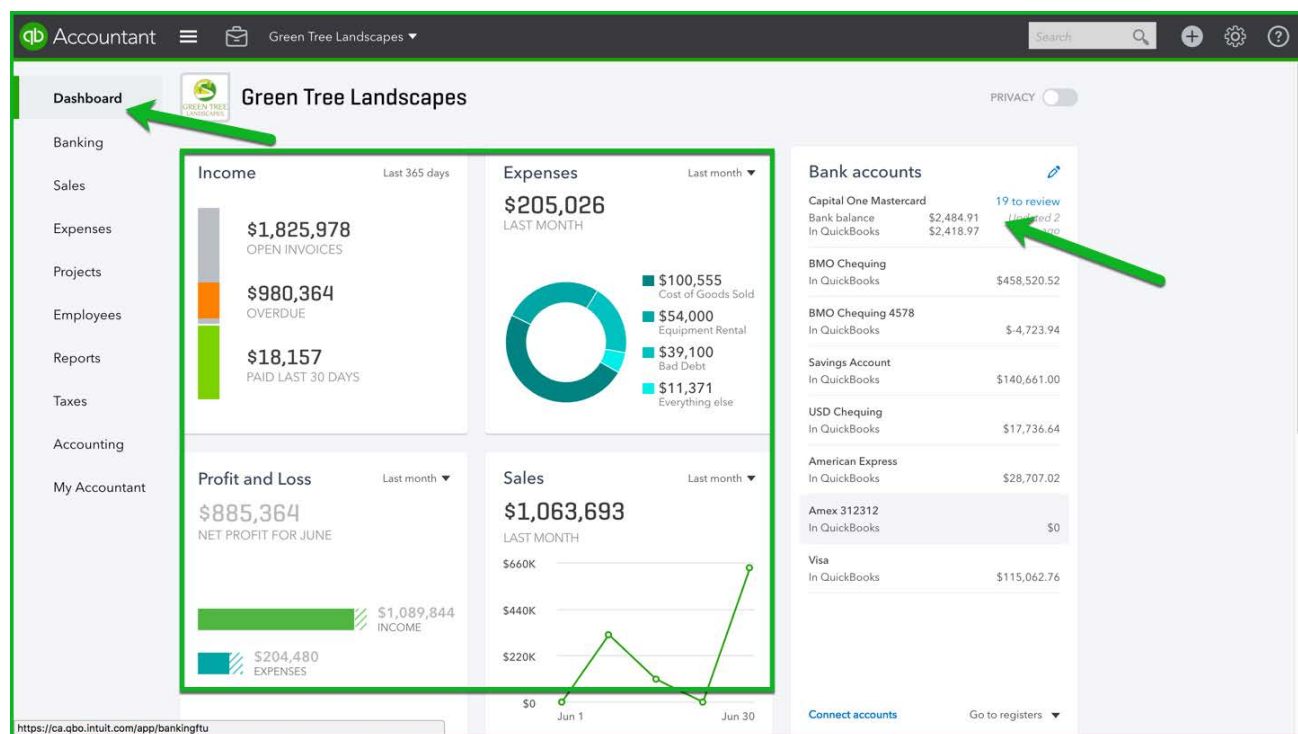
NOTE: QuickBooks Online works best in **Google's Chrome** browser, but it also works with Firefox (**IE and Safari are not recommended and are not fully supported**). It's useful to bookmark your login page.

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.

The screenshot shows the QuickBooks Online login interface. At the top is the QuickBooks logo. Below it is a 'Sign In' heading. There are two input fields: 'User ID' and 'Password'. Below the password field is a checkbox labeled 'Remember my user ID' which is checked. At the bottom of the form is a blue 'Sign In' button and a link that says 'Can't access your account?'. The footer contains copyright information: '© 2014 Intuit Canada ULC. All rights reserved.' and links for 'Privacy', 'Support', and 'Signup'.

DASHBOARD

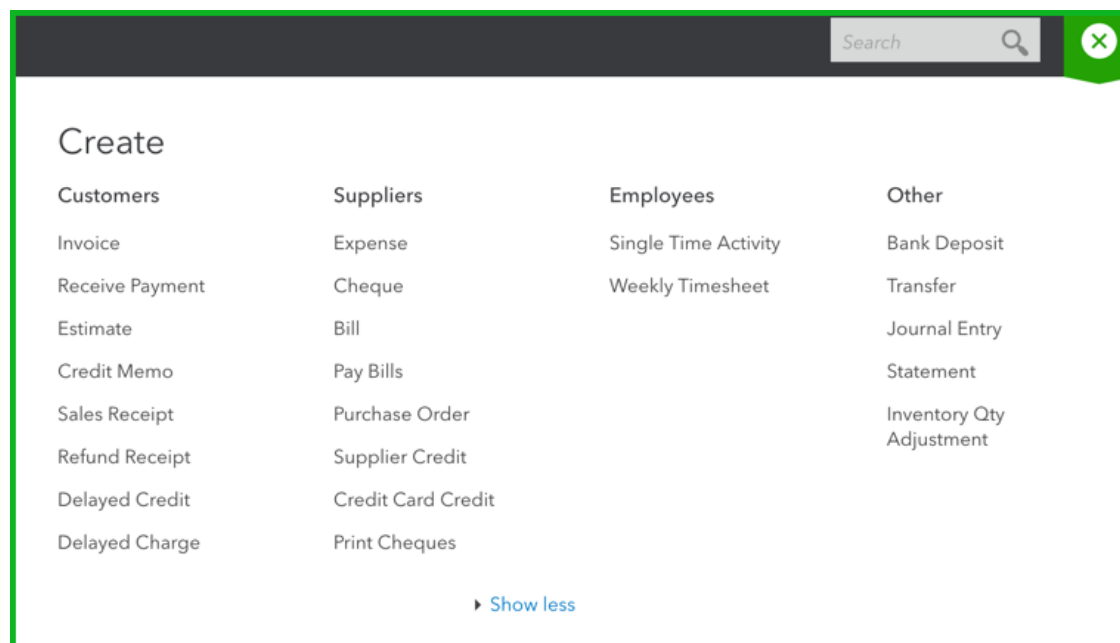
The **Dashboard** is the first window you view when you open QuickBooks Online. It includes a basic Profit & Loss for your client's business. It also includes recent activity and banking information.



CREATE MENU

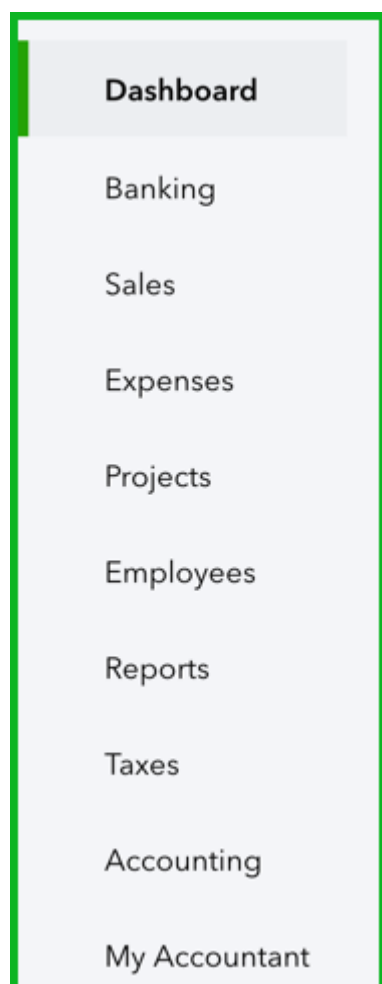
Most of your client's day-to-day work will be recorded using the create menu at the top of the QuickBooks window.

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.

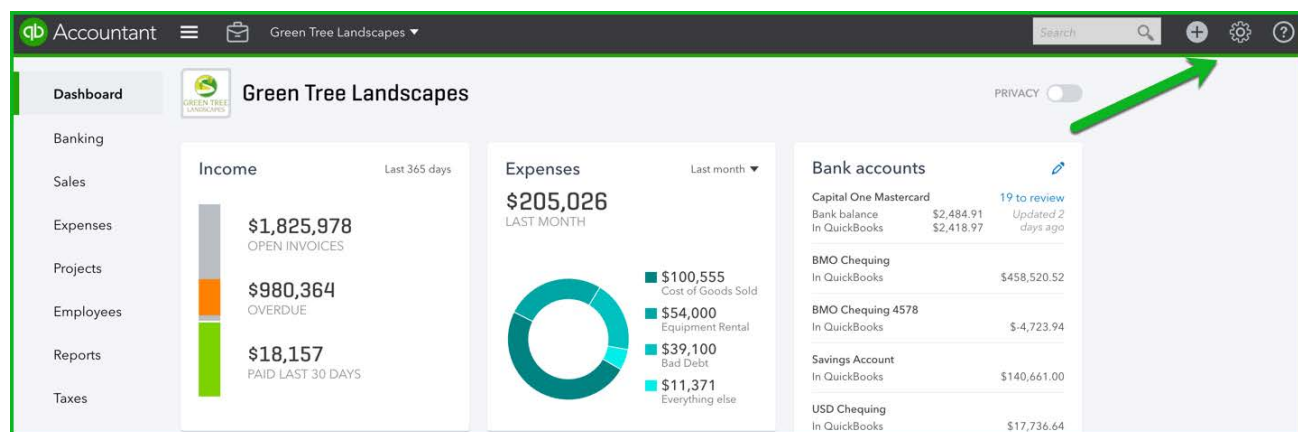


The navigation bar lets you find information based on the name or by the transaction type.

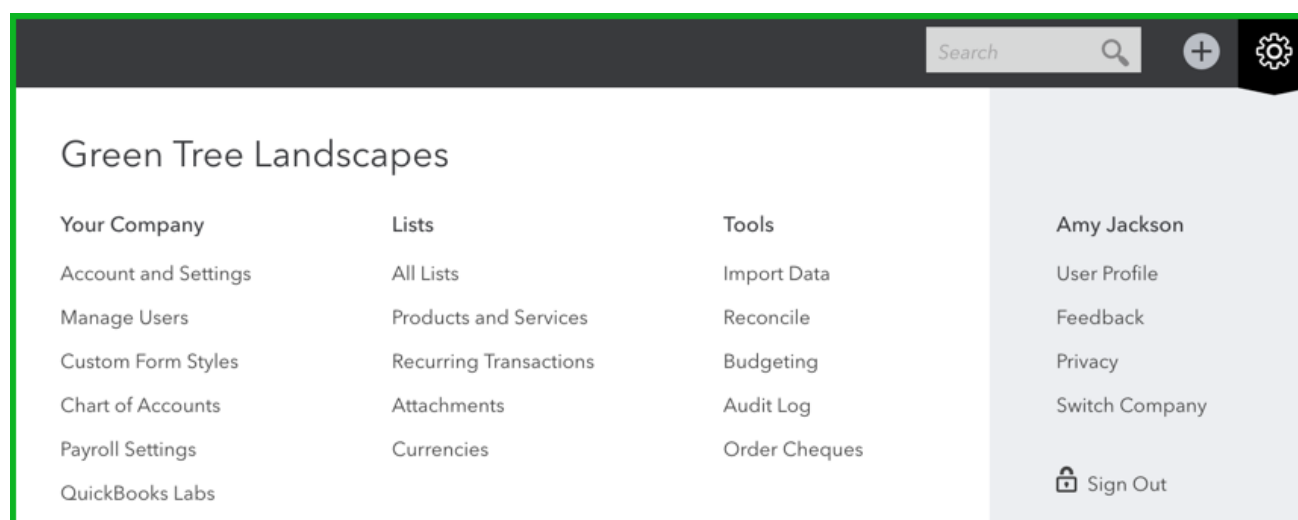
1. Click **Sales** to view your **Customers, Products and Services** and a sales listing.
2. Click **Expenses** view the **Suppliers** list and expense transactions.
3. Click Banking to view the **Online Banking** and **Bank Rules**.
4. **Reports** – lets you find information about the client file in 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.



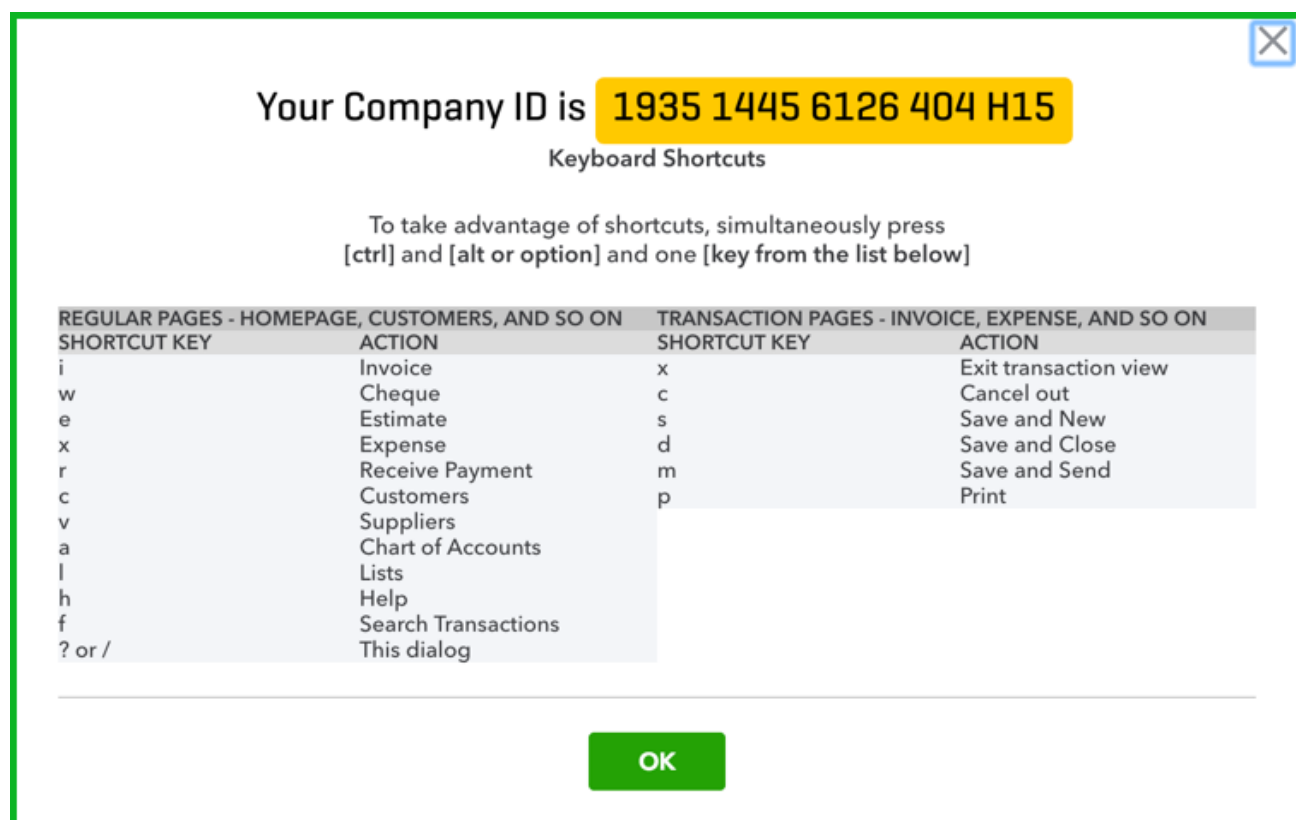
The **Gear** icon is used for important but less frequently used tasks, activities, and transactions.



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**

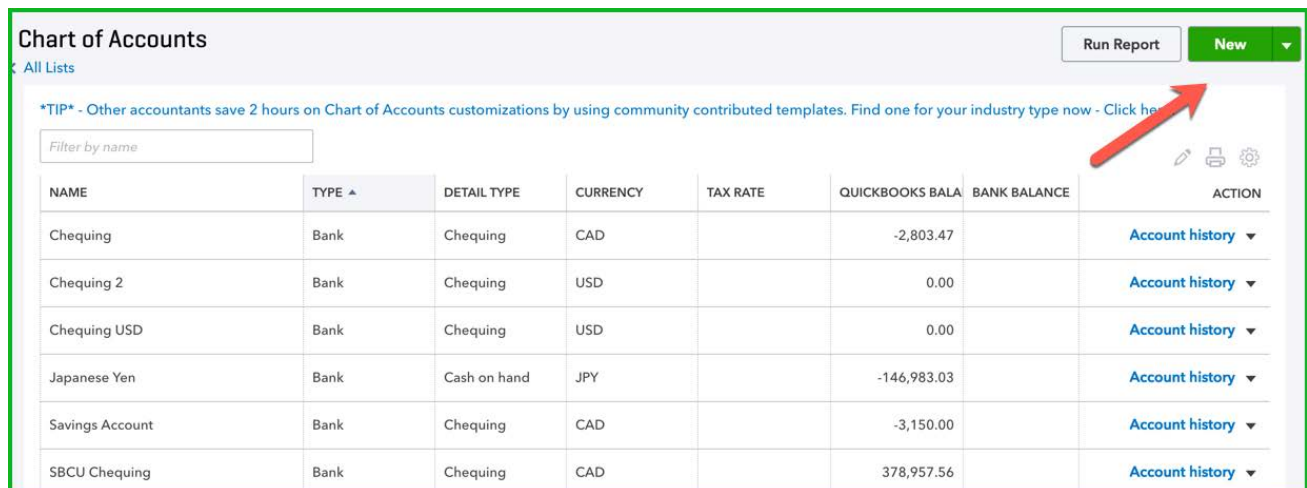


Chart of Accounts Run Report New

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

Filter by name

NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BAL	BANK BALANCE	ACTION
Chequing	Bank	Chequing	CAD		-2,803.47		Account history
Chequing 2	Bank	Chequing	USD		0.00		Account history
Chequing USD	Bank	Chequing	USD		0.00		Account history
Japanese Yen	Bank	Cash on hand	JPY		-146,983.03		Account history
Savings Account	Bank	Chequing	CAD		-3,150.00		Account history
SBCU Chequing	Bank	Chequing	CAD		378,957.56		Account history

3. Choose the **Category Type** → and **Detail Type**. **Note:** these are required fields.
4. Enter the **Name**.

Account

Category Type
Expenses ▼

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number
[Empty field]

Description
[Empty field]

☐ Is sub-account

Enter parent account ▼

Default Tax Code
Enter Text ▼

Cancel Save and Close ▼

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.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number

Description

☐ Is sub-account

Enter parent account

Default Tax Code
HST ON

Cancel Save and Close

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.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Online Advertising

Number

Description

☒ Is sub-account

Advertising

Default Tax Code
HST ON

Cancel Save and Close

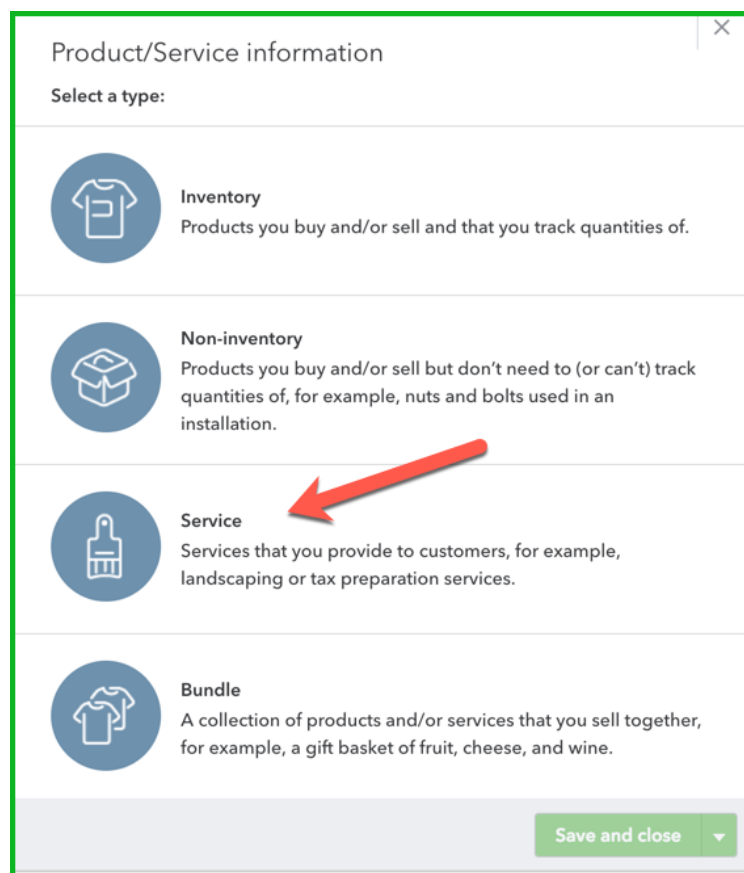
Products & Services List

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.



Product/Service information


Select a type:

- Inventory**
Products you buy and/or sell and that you track quantities of.
- Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
- Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
- Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.




Save and close

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**.

Product/Service information

 Service [Change type](#)

Name*


 | 

SKU

Category

Sales information
☒ I sell this product/service to my customers.

Sales price/rate

Income account

☐ Inclusive of tax

Tax

Purchasing information
[SHOW MORE](#)

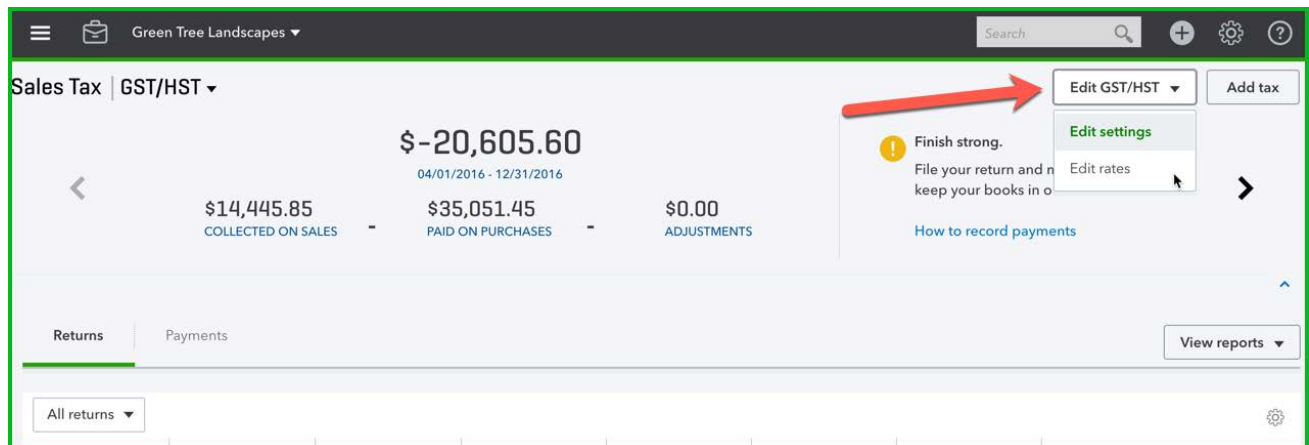
[Save and close](#)

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.

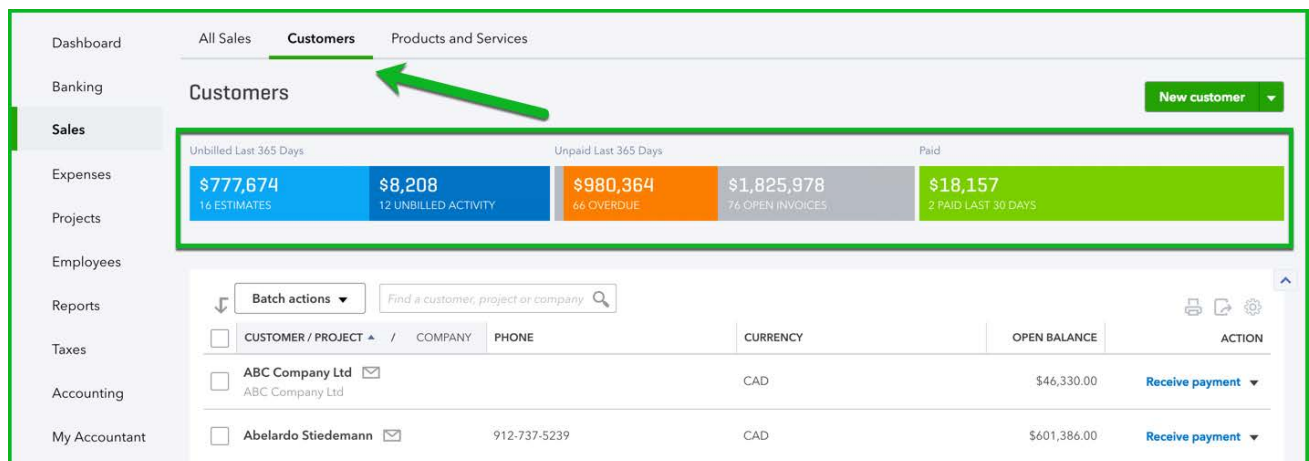
When you turn on sales tax, you can add sales taxes to account setup and to transaction forms.



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**.

Customer Information

TitleFirst nameMiddle nameLast namesuffix

Email

Separate multiple emails with commas

Company

PhoneMobileFax

*Display name as

OtherWebsite

Print on cheque as

☒ Use display name

Is sub-customer

Enter parent customer

Bill with parent

AddressNotesTax infoPayment and billingAttachments

Billing address map

Street

City/TownProvince

Postal codeCountry

Shipping address map

☒ Same as billing address

Street

City/TownProvince

Postal codeCountry

Cancel

Privacy

Save

31

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.

Invoice no.1142

Customer: BigTime Construction

Invoice date: 02/27/2017

Due date: 03/29/2017

Billing address: BigTime Construction, 1031 Emerald Corner, Markham ON, L6H 3K3

Terms: Net 30

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lav		One time lawn service including lawn cutting, trimming and edging.	1	350	350.00	HST ON
2							

Subtotal: 350.00

HST (ON) @ 13% on 350.00: 45.50

Total: 395.50

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

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

Invoice no.1142

BigTime Construction

Email (Separate emails with a comma)

Send later

Payment Options [Get set up](#)

Credit card

BALANCE DUE **\$395.50**

Receive payment

Billing address

BigTime Construction
1031 Emerald Corner
Markham ON, L6H 3K3

Terms

Net 30

Invoice date

02/27/2017

Due date

03/29/2017

Invoice no.

1142

Location

Class

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging	1	350	350.00	HST ON
2							

Add lines Clear all lines Add subtotal

Message displayed on invoice





Subtotal 350.00

HST (ON) @ 13% on 350.00 45.50

Cancel Print or Preview Make recurring Customize More Save Save and send

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

Sort ▼Add notesEdit 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:
 - Invoices,
 - Receive payments
 - 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.

Customers New customer

Unbilled Last 365 Days: \$182,015 (7 ESTIMATES)

Unpaid Last 365 Days: \$3,435 (7 UNBILLED ACTIVITY)

Overdue: \$92,601 (27 OVERDUE)

Open Invoices: \$191,116 (42 OPEN INVOICES)

Paid: \$19,507 (6 PAID LAST 30 DAYS)

CUSTOMER	COMPANY	PHONE	CURRENCY	OPEN BALANCE	ACTION
<input type="checkbox"/>	ABC Company Ltd	ABC Company Ltd	CAD	\$29,090.10	Receive payment
<input type="checkbox"/>	NW Project	NW Project	CAD	\$26,691.10	Receive payment
<input type="checkbox"/>	SW Project	SW Project	CAD	\$2,399.00	Receive payment
<input type="checkbox"/>	ABC Company USD	ABC Company USD	USD	\$0.00	Create 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.

Invoice no.1143

Amos Hickle [Get set up](#)

☐ Send later [Cc/Bcc](#) ☐ Credit card

BALANCE DUE
\$452.00

Billing address: Amos Hickle, 603 Monahan Ford, Toronto, ON.

Terms: Net 30 Invoice date: 02/28/2017 Due date: 03/30/2017

Invoice no.: 1143

Sales Rep: Territory: Custom 3

Location: Class:

Amounts are:

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	20	20	400.00	HST ON

Cancel Clear Print or Preview Make recurring Customize Save Save and send

- 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**.

Invoice no.1143

Amos Hickle cristian.lang@medhurst.net

Payment Options [Get set up](#)

☐ Send later [Cc/Bcc](#) ☐ Credit card

BALANCE DUE
\$452.00

Billing address
Amos Hickle
603 Monahan Ford
Toronto, ON.

Terms
Net 30

Invoice date
02/28/2017

Due date
03/30/2017

Invoice no.
1143

Location
[Dropdown]

Class
[Dropdown]

Sales Rep
[Dropdown]

Territory
[Dropdown]

Custom 3
[Dropdown]

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	20	20	400.00	HST ON

Cancel **Clear** [Print or Preview](#) [Make recurring](#) [Customize](#) **Save** **Save and send**




- 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**.

Send email

Email
Amoshickle@gmail.com

Subject
Invoice 1143 from Green Tree Landscapes

Body
Dear Amos Hickle,
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Green Tree Landscapes

Payment Options
☐ Credit card   


Cancel Send and close

Green Tree Landscapes
5100 Spectrum Way
Mississauga ON L4W 5S2
matthew.peterson+1011@realworldtraining.com
GST Registration No.: 123453458RT0001

INVOICE

INVOICE TO
Amos Hickle
603 Monahan Ford
Toronto, ON.

INVOICE # 1143
DATE 02/28/2017
DUE DATE 03/30/2017
TERMS Net 30


GREEN TREE
LANDSCAPES

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.

Receive Payment

Amos Hickie AMOUNT RECEIVED \$452.00

☐ Send later

Payment date: 02/28/2017

Payment method: Cheque Reference no.: 6399 Deposit to: Undeposited Funds

Amount received

Accept payments in QuickBooks

Outstanding Transactions

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1143 (02/28/2017)	03/30/2017	452.00	452.00	452.00

< First Previous 1-1 of 1 Next Last >

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**.

Deposit

SBCU Chequing Balance \$378,957.56 Date 02/28/2017

AMOUNT **\$4,108.00**

Currency: CAD Canadian Dollar

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"/>	The Wedding Centre Toronto	11/07/2016	Payment	Enter Text		7383	113.00
<input checked="" type="checkbox"/>	Kelly Buss	11/07/2016	Payment	Enter Text			113.00
<input checked="" type="checkbox"/>	Daily Summary	11/22/2016	Sales Receipt	Enter Text	Visa		2430.00
<input checked="" type="checkbox"/>	ABC Company Ltd	01/05/2017	Payment	Cheque			1000.00

Cancel Clear Print Make recurring 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**.

Sales Receipt no.1144

Abelardo Stiedemann aurelie.klocko@macgyver.org

\$1,695.00 AMOUNT

☐ Send later

Billing address: Abelardo Stiedemann

Sales Receipt date: 02/28/2017

Sales Receipt no.: 1144

Sales Rep: Territory: Custom 3

Location: Class:

Payment method: Credit Card **Reference no.:** **Deposit to:** Undeposited Funds

Accept payments in QuickBooks

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Rock & Aggregates:Ba			3	500	1,500.00	HST ON
2							

Cancel Clear Print or Preview Make recurring Customize Save Save and send

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**.

Delayed Charge no.7

Alba Fay

Delayed Charge Date: 02/28/2017

AMOUNT: \$45.50

Delayed Charge no.: 7

Location:

Class:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance-Mo			1	45.50	45.50	HST ON
2							

Add lines Clear all lines

Memo:

Total: 45.50

Cancel Clear Make recurring Save and new

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.

Invoice no.1144

Alba Fay | jeramy@thiel.com | Payment Options [Get set up](#) | **BALANCE DUE** \$0.00

☐ Send later [Cc/Bcc](#) ☐ Credit card [VISA](#) [MasterCard](#)

Billing address
Alba Fay
78453 Wolf Glen
35825-5058 Cierrafurt, FL
Ukraine

Terms Net 30 **Invoice date** 02/21/2017 **Due date** 03/23/2017

Invoice no. 1144 **Location** **Class**

Sales Rep **Territory** **Custom 3**

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	RATE	AMOUNT (CAD)	SALES TAX
1						
2						

Subtotal 0.00 **Total** 0.00 **Balance due** 0.00

Add to Invoice

Filter by: All dates | Group time by service

Charge #8
Feb 15
\$45.50 | Taxable
No description
[Add](#) [Open](#)

Charge #9
Feb 21
\$45.50 | Taxable
No description
[Add](#) [Open](#)

Charge #7

Message displayed on invoice

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

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**.

The screenshot shows the 'Credit Memo no.1144' form in QuickBooks. At the top right, the 'AMOUNT TO REFUND' is \$282.50. The form includes fields for the customer (Anderson & Associates), email, and a 'Send later' checkbox. The 'Billing address' is Anderson & Associates, 1331 Dewey Crest, Markham ON, L6H 3K4. The 'Credit Memo Date' is 02/21/2017. There are fields for 'Sales Rep', 'Territory', and 'Custom 3'. The 'Credit Memo no.' is 1144. The 'Location' and 'Class' are dropdown menus. The 'Amounts are' dropdown is set to 'Exclusive of Tax'. The table below shows one line item: Lawn Maintenance:Monthly M, with a quantity of 1, rate of 250, and amount of 250.00. The subtotal is 250.00, and the HST (ON) @ 13% on 250.00 is 32.50. The total amount is 282.50. The form has buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', and 'Save and send'.

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Monthly M			1	250	250.00	HST ON
2							
3							

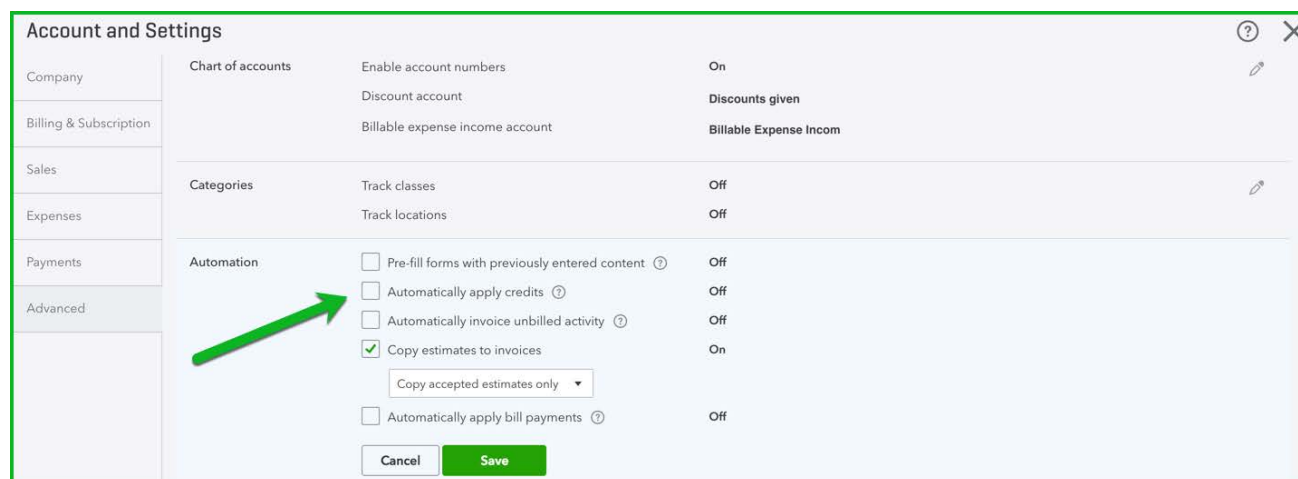
Subtotal: 250.00
HST (ON) @ 13% on 250.00: 32.50
Total: 282.50

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**



The screenshot shows the 'Account and Settings' window in QuickBooks Online. The left sidebar has a menu with 'Company', 'Billing & Subscription', 'Sales', 'Expenses', 'Payments', and 'Advanced'. The 'Advanced' section is selected. The main area is titled 'Automation' and contains several settings:

Setting	Status
Pre-fill forms with previously entered content	Off
Automatically apply credits	Off
Automatically invoice unbilled activity	Off
Copy estimates to invoices	On
Copy accepted estimates only	▼
Automatically apply bill payments	Off

At the bottom of the 'Automation' section, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted in green.

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**

Receive Payment

Payment date: 02/28/2017

Payment method: Enter Text

Reference no.:

Deposit to: Choose an account

Amount received: 0.00

Accept payments in QuickBooks

Outstanding Transactions

Find Invoice No. Filter All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1118 (01/26/2017)	02/25/2017	327.45	327.45	282.50

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. Filter All

	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Credit Memo # 1144 (02/21/2017)	282.50	282.50	282.50

Cancel Print More Save and close

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**.

Refund Receipt no.1145

Billie Tillman angel.brekke@schultzkeeling.name

AMOUNT \$25.73

Billing address Billie Tillman

Refund Receipt date 02/28/2017

Refund Receipt no. 1145

Sales Rep Territory Custom 3

Location

Class

Payment method Direct Debit Refund From SBCU Chequing Balance \$383,065.56 Cheque no. Print later

Refund payments in QuickBooks

Amounts are Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	1	24.50	24.50	GST
2							

Subtotal 24.50

Cancel Clear Print or Preview Make recurring Save and new

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**

[Back to report list](#)
 Report period

Today as of 02/28/2017

Customize Save customization

Show non-zero or active only

Aging method

Days per aging period

Number of periods

Active rows/active columns

☐ Current ☒ Report date

30





4

Run report

Collapse Sort Add notes Edit header

Green Tree Landscapes
 A/R AGING SUMMARY
 As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
▼ ABC Company Ltd						\$0.00
NW Project	4,486.10	22,205.00				\$26,691.10
SW Project	2,399.00					\$2,399.00
Total ABC Company Ltd	6,885.10	22,205.00				\$29,090.10
Alba Fay	15,029.00					\$15,029.00
Alfonso Kirlin		-1,130.00	288.04			\$ -841.96
Anderson & Associates		44.95				\$44.95
Angus Funk		5,650.00	1,195.95			\$6,845.95
Annetta Bayer		96.05	189.84			\$285.89
▼ BigTime Construction	395.50					\$395.50
5469			20,707.25			\$20,707.25
7874	24,492.76					\$24,492.76

- | Sort ▾ Add notes Edit header | | | |     | | | |
|--|------------------|------|----------|---|-------------|--------------|-----------|
| <h2>Green Tree Landscapes</h2> <h3>CUSTOMER BALANCE DETAIL</h3> <p>All Dates</p> | | | | | | | |
| 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**.

Statements

Statement Type

Balance Forward

Statement Date

02/28/2017

Customer Balance Status

Open

Start Date

01/28/2017

End Date

02/28/2017

Recipients List

Missing email address (10)

Statements available (16)

RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/> Dennis Bergen		\$2,062.50
<input checked="" type="checkbox"/> Alba Fay	jeramy@thiel.com	\$15,029.00
<input checked="" type="checkbox"/> Anderson & Associates		\$44.95
<input checked="" type="checkbox"/> Angus Funk	abdullah_moen@sengerhamill.biz	\$6,845.95
<input checked="" type="checkbox"/> Annetta Bayer	tomasa.ward@hicklenitzsche.us	\$285.89
<input checked="" type="checkbox"/> BigTime Construction		\$64,318.48
<input checked="" type="checkbox"/> Brad Smith		\$165.26

Cancel

Print or Preview

Save

Save and send

TOTAL BALANCE FOR 16 CUSTOMERS
\$89,746.77

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

Print Statement


To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

Green Tree Landscapes

5100 Spectrum Way

Mississauga ON L4W 5S2

matthew_peterson+1011@realworldtraining.com



GREEN TREE LANDSCAPES

Statement

TO

Annetta Bayer

STATEMENT NO. 1005

DATE 02/28/2017

TOTAL DUE CAD 285.89

ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
01/27/2017	Balance Forward		285.89

Close

Print

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

Supplier Information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

*Display name as

Other

Website

Print on cheque as

☒ Use display name

Billing rate (/hr)

Terms

Enter Text

Address [map](#)

Street

Opening balance

as of

02/28/2017

City/Town

Province

Account no.

Appears in the memo of all payments

Postal code

Country

Business Number

Notes

I pay this supplier with

CAD Canadian Dollar

Attachments

Maximum size: 25MB

Cancel

Privacy

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**.

Bill

Canada Small Engine Repair

BALANCE DUE
\$904.00

Mailing address: Chris Smith, Canada Small Engine Repair, 78 Winding Way, Toronto ON, L4N 3K8

Terms: [Dropdown] Bill date: 02/28/2017 Due date: 02/28/2017

Bill no.: [Text Box] Location: [Dropdown]

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		800.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

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**.

Pay Bills

Payment account: SBCU Chequing Balance \$383,065.56 Payment date: 02/28/2017 Starting cheque no.: 113 ☐ Print later

Currency: CAD Canadian Dollar

Filter Custom X Clear filter / View All

9 open bills

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> Rogers	678	02/28/2017	\$133.28		133.28	\$133.28
<input checked="" type="checkbox"/> Home Depot CDN	8649	03/02/2017	\$866.71		866.71	\$866.71
<input checked="" type="checkbox"/> Johnson Supply Company		03/02/2017	\$15,482.13		15,482.13	\$15,482.13
<input checked="" type="checkbox"/> DFW Intl Airport		03/03/2017	\$750.75		750.75	\$750.75
<input checked="" type="checkbox"/> Home Depot CDN		03/03/2017	\$1,000.00		1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Johnson Supply Company	97544	03/03/2017	\$13,673.00		13,673.00	\$13,673.00
<input checked="" type="checkbox"/> Johnson Supply Company		03/03/2017	\$16,385.00		16,385.00	\$16,385.00

TOTAL PAYMENT AMOUNT: \$50,300.01

Cancel Save and close

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**.

Expense

Amazon Visa Balance \$41,552.02

AMOUNT
\$51.72

Payment date: 01/31/2017 Payment method: Credit Card Ref no.: Location:

Amounts are: Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Office expenses		45.77	HST ON				
2								

Add lines Clear all lines

Cancel Clear Print Make recurring Save Save and new

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**.

Cheque no.113

Insurance Experts SBCU Chequing Balance \$383,065.56

AMOUNT
\$1,500.00

Mailing address: Carl Anderson, Insurance Experts, 67 Bay St., Toronto ON, L4N 3N3

Payment date: 01/31/2017

Cheque no.: 113

☐ Print later

Location:

Amounts are: Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Insurance:Insurance - L	Annual insurance policy	1,500.00	Exempt	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Print or Preview Make recurring More Save and new

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.

The screenshot shows the 'Supplier Credit' form in QuickBooks. At the top, there's a dropdown for 'Canada Small Engine Repair' and a 'CREDIT AMOUNT' of '\$113.00'. Below this, there are fields for 'Mailing address' (Chris Smith, Canada Small Engine Repair, 78 Winding Way, Toronto ON, L4N 3K8), 'Payment date' (01/31/2017), 'Ref no.', and 'Location'. A section for 'Account details' is expanded, showing a table with columns: #, ACCOUNT, DESCRIPTION, AMOUNT (CAD), SALES TAX, BILLABLE, MARKUP %, CUSTOMER, and CLASS. The first row shows '1', 'Repair and maintenanc', an empty description, '100.00', 'HST ON', and empty fields for the others. Below the table are 'Add lines' and 'Clear all lines' buttons. At the bottom, there are 'Cancel', 'Clear', 'Make recurring', and 'Save and new' buttons.

Supplier Credit

Canada Small Engine Repair

CREDIT AMOUNT
\$113.00

Mailing address
Chris Smith
Canada Small Engine Repair
78 Winding Way
Toronto ON, L4N 3K8

Payment date
01/31/2017

Ref no.

Location

Amounts are
Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		100.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save and new

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**

Report period
Today as of 02/28/2017

Customize Save customization

Show non-zero or active only
Aging method
Days per aging period
Number of periods

Active rows/active columns:
☐ Current ☒ Report date
30 4
Run report

Sort Add notes Edit header

Green Tree Landscapes
A/P AGING SUMMARY
As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon					35.97	\$35.97
Canada Small Engine Re...		904.00	169.50			\$1,073.50
City of Toronto			96.05		169.50	\$265.55
DFW Intl Airport	750.75					\$750.75
Green Jeans Lawn Machi...			773.71			\$773.71
Hank's Courier				316.40		\$316.40

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

Back to report list
Report period

This Year-to-date 01/01/2017 to 02/28/2017

Customize Save customization

Display columns by Show non-zero or active only Period to compare Accounting method

Total Only Active rows/active columns Select period Cash Accrual Run report

Sort Add notes Edit header

Green Tree Landscapes
EXPENSES BY SUPPLIER SUMMARY
January - February, 2017

	TOTAL
Amazon	550.00
Canada Small Engine Repair	1,050.00
City of Toronto	3,085.00
Edmonton Credit Union	400.00
Great Britain Gnome Company	160.01
Green Jeans Lawn Machines	29.00

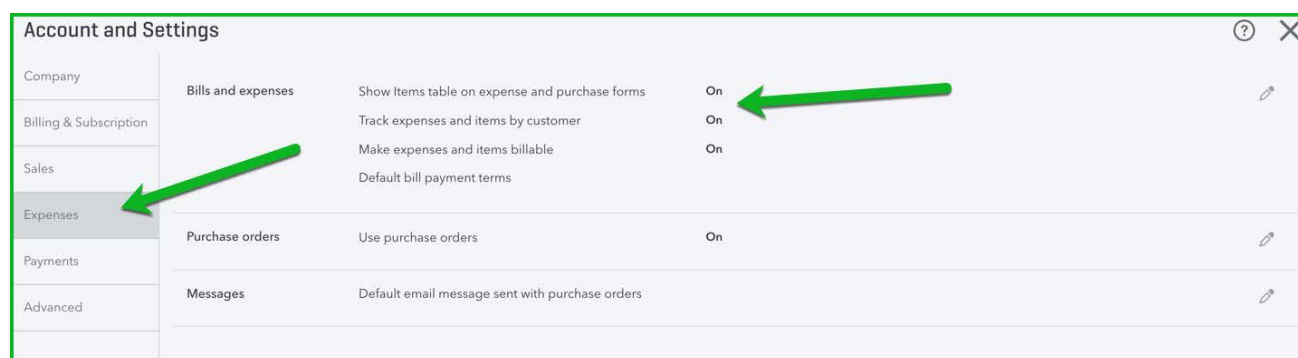
REIMBURSABLE EXPENSES

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:

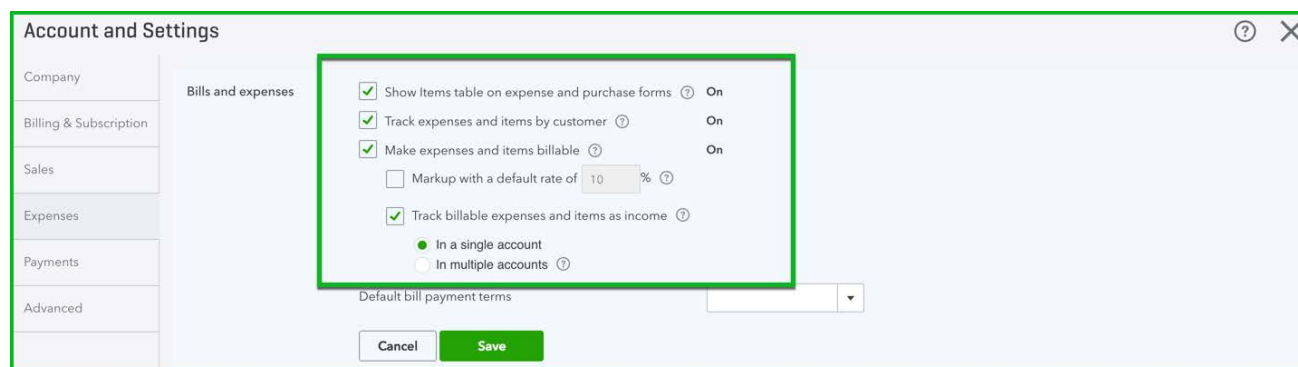
1. Click **Gear** → **Company Settings**
2. Click → **Expenses**
3. Click **Edit** → **Select Track expenses and items by customer**



The screenshot shows the 'Account and Settings' window. On the left sidebar, 'Expenses' is selected. The main area shows the 'Bills and expenses' section. The following settings are visible:

Section	Setting	Status
Bills and expenses	Show Items table on expense and purchase forms	On
	Track expenses and items by customer	On
	Make expenses and items billable	On
	Default bill payment terms	
Purchase orders	Use purchase orders	On
Messages	Default email message sent with purchase orders	

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



The screenshot shows the 'Account and Settings' window. On the left sidebar, 'Expenses' is selected. The main area shows the 'Bills and expenses' section. The following settings are visible:

Section	Setting	Status
Bills and expenses	Show Items table on expense and purchase forms	On
	Track expenses and items by customer	On
	Make expenses and items billable	On
	Markup with a default rate of 10 %	
Track billable expenses and items as income	In a single account	Selected
	In multiple accounts	

Default bill payment terms: [Dropdown menu]

Buttons: Cancel, Save

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.

Account

Category Type
Expenses

*Detail Type

Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising

Number

Description

☐ Is sub-account

Enter parent account

☒ Use for billable expenses

Income Account

Enter income account

Default Tax Code

Cancel

Save and Close

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.

Expense

City of Toronto Visa Balance \$41,552.02

AMOUNT \$175.15

Payment date: 02/28/2017 Payment method: Enter Text

Ref no. Location

Amounts are: Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER	CLASS
1	Taxes and Licenses	Permit for new construction	155.00	HST ON	<input checked="" type="checkbox"/>	Araceli Schamberger	Enter Text
2							

Add lines Clear all lines

Cancel Clear Print Make recurring Save Save and new

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.

Invoice no. 1145

Araceli Schamberger kristy_welch@keler.net

Payment Options Get set up

BALANCE DUE \$0.00

Add to Invoice

Filter by: All dates

Group time by service

Add all

Billable expense
Feb 28
\$155.00 | Taxable
Permit for new construction

Add Open

Billing address: Araceli Schamberger

Terms: Net 30 Invoice date: 02/28/2017 Due date: 03/30/2017

Sales Rep: Territory: Custom 3

Invoice no.: 1145 Location: Class:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	RATE	AMOUNT (CAD)	SALES TAX
1						
2						

Cancel Clear Print or Preview Make recurring Customize Save Save and send

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.

Chart of accounts > Bank register > Reconcile

Reconcile BMO Chequing

Statement ending date: May 31, 2017

\$496,012.79
STATEMENT ENDING BALANCE

\$-2,420.87
BEGINNING BALANCE

\$496,012.79
CLEARED BALANCE

\$1,566.34
7 PAYMENTS

\$500,000.00
2 DEPOSITS

\$0.00
DIFFERENCE

Payments Deposits All

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT (CAD)	DEPOSIT (CAD)	
09/01/2016	Deposit			Shareholder loan deposit for company st...		500,000.00	<input checked="" type="checkbox"/>
09/01/2016	Cheque	100	Woodcroft Law Group	Voided		0.00	<input checked="" type="checkbox"/>
09/01/2016	Expense		Insurance Experts		400.00		<input checked="" type="checkbox"/>
09/02/2016	Expense		Moore Details Bookk...		157.07		<input checked="" type="checkbox"/>
09/02/2016	Expense		Fuel Stop		138.99		<input checked="" type="checkbox"/>
09/03/2016	Expense		Johnson Supply Com...		157.07		<input type="checkbox"/>
09/14/2016	Expense		Fuel Stop		113.00		<input type="checkbox"/>
09/15/2016	Expense		Small Business Credit ...		15.00		<input checked="" type="checkbox"/>
09/15/2016	Expense		Fuel Stop		113.00		<input type="checkbox"/>

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.

The screenshot shows the QuickBooks Online Sales Tax Centre for a client named 'Green Tree Landscapes'. The interface is divided into a left sidebar with navigation options (Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports, Taxes, Accounting, My Accountant) and a main content area. The 'Taxes' section is active, showing 'Sales Tax' and 'Payroll Tax' tabs. The 'Sales Tax' tab is selected, and the 'GST/HST' dropdown is open. The summary section shows a total liability of \$1,671.27 for the period 01/01/2017 to 03/31/2017. Below this, there are two tabs: 'Returns' and 'Payments'. The 'Returns' tab is selected, and a table lists the next return to file and two previously filed returns. A green box highlights the summary section, and a green arrow points from it to the 'View reports' button. Another green arrow points from the 'Prepare return' button in the table to the 'View reports' button.


START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	03/31/2017		\$1,671.27	\$0.00	\$1,671.27	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$17,775.29	\$0.00	Filed and paid	View summary
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary


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


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


Add notes

Edit header









Green Tree Landscapes

GST/HST SUMMARY REPORT

April - December, 2016

	TOTAL
LINE 101 SALES AND OTHER REVENUE	720,178.99
LINE 103 GST/HST COLLECTED OR COLLECTIBLE	92,853.61
LINE 104 ADJUSTMENTS (SALES)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	\$92,853.61
LINE 106 INPUT TAX CREDITS (ITCS)	75,076.94
LINE 107 ADJUSTMENTS (PURCHASES)	
LINE 108 TOTAL ITCS AND ADJUSTMENTS	\$75,076.94
LINE 109 NET TAX	\$17,776.67
LINE 110 INSTALMENTS AND OTHER ANNUAL FILER PAYMENTS	
LINE 111 REBATES	
LINE 112 TOTAL OTHER CREDITS	\$0.00
LINE 113A BALANCE	\$17,776.67
LINE 205 GST/HST DUE ON ACQUISITION OF TAXABLE REAL PRO...	

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

The screenshot shows the QuickBooks Online Accountant interface for Green Tree Landscapes. The left sidebar includes links to Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports, Taxes, Accounting, and My Accountant. The main area displays the Sales Tax summary for the period 01/01/2017 - 03/31/2017, with a total of \$1,671.27. Below this is a table of returns with columns for Start Date, End Date, File Date, Amount Due, Payments, Balance, Status, and Action. The first row shows a return for 01/01/2017 to 03/31/2017 with an amount due of \$1,671.27 and a status of 'Open'. A green arrow points from the 'Prepare return' link in the Action column of this row to the 'Mark as Filed' button in the next screenshot.

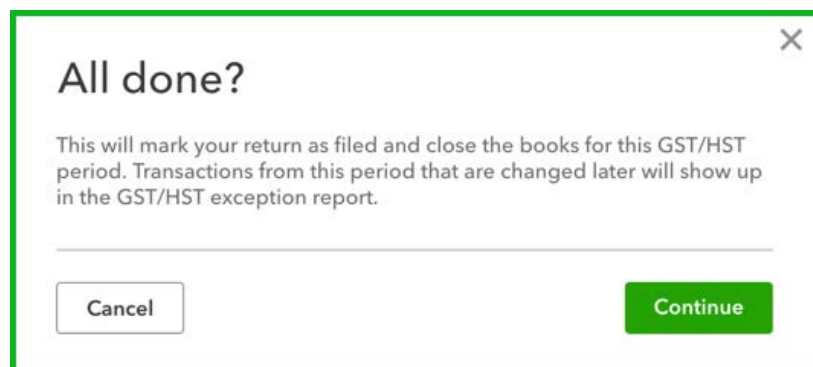
5. The return window will match the sales tax report, you just created. Click **Mark as Filed** to complete the GST/HST Return.

The screenshot shows the 'Prepare GST/HST return' window. At the top, it displays the filing period (Yearly), start date (04/01/2016), end date (12/31/2016), and filing date (12/31/2016). The total tax due is \$17,775.29. Below this is a table of line items for the 'Goods and Services / Harmonized Sales Tax Return' (GST62). The table has columns for Amount, Exceptions, and Total amount. A red box highlights the 'Adjust' button for each line item. A red arrow points from the 'Adjust' button to the 'Mark as Filed' button at the bottom right.

Line	Description	Amount	Exceptions	Total amount	Action
Line 101	Sales and other revenue	\$720,178.99	\$0.00	\$720,178.99	Adjust
Line 103	GST/HST collected or collectible	\$92,853.61	\$0.00	\$92,853.61	Adjust
Line 104	Adjustments (Sales)	\$0.00	\$0.00	\$0.00	Adjust
Line 105	Total GST/HST and adjustments for period			\$92,853.61	
Line 106	Input tax credits (ITCs)	\$75,076.94	\$1.38	\$75,078.32	Adjust
Line 107	Adjustments (Purchases)	\$0.00	\$0.00	\$0.00	Adjust
Line 108	Total ITCs and adjustments			\$75,078.32	
Line 109	Net Tax			\$17,775.29	
Line 110	Instalments and other annual filer payments	\$0.00	\$0.00	\$0.00	

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.

Returns

Payments

View reports

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	12/31/2017		\$-793.08	\$0.00	\$-793.08	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$0.00	\$17,775.29	Filed	Record payment
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary

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

Record GST/HST payment

SBCU Chequing

Balance \$35,139.69

PAYMENT AMOUNT
\$17,775.29

Payment type

☒ Payment
☐ Refund

GST/HST period

04/01/2016 - 12/31/2016

GST/HST due this period

\$17,775.29

Total GST/HST due

\$16,275.29

Payment date

01/31/2017

Payment amount

17,775.29

Memo

Payment in full for sales tax

Save

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 data 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.


Let's get a picture of your profits


Securely connect your bank or credit card to bring in your transactions.


Here are some of the most popular ones:























 We use bank-level security to keep your info safe.

Privacy





3. Enter the client's banking or credit card information.
4. Click **Sign In**.

Connect an account

Sign in to your bank.


Royal Bank of Canada
www.rbcroyalbank.com 1-800-769-2555


Username or Card Number



5555 5555 5555 5555

Password

.....

☒ I'm not a robot  reCAPTCHA
Privacy · Terms

 We use bank-level security to keep your info safe.

[Privacy](#)  

[Go back](#) [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.

Connect an account


Sign in to your bank.



**Capital One Mastercard
Platinum (Canada)**
www.capitalone.ca 1-800-481-3239

Your bank requires extra information.

Please choose a way to receive a one-time code

getm*****erson@gmail.com

 We use bank-level security to keep your info safe.

[Privacy](#)  

[Go back](#) [Sign in](#)

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

Connect an account

Which accounts do you want to connect?
We'll import 90 days of transactions. [Want a shorter time period?](#)

✓

Platinum MasterCard
Account5386
Balance -2,498.39

▼

Connect

7. Click **Connect**.

Connect an account

Capital One Mastercard Platinum (Canada)
www.capitalone.ca 1-800-481-3239
Added February 28, 2017 12:25 PM

ACCOUNT NAME	QUICKBOOKS NAME	BALANCE
Platinum MasterCard (5386)	Visa	-2,498.39

Let's go!

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.

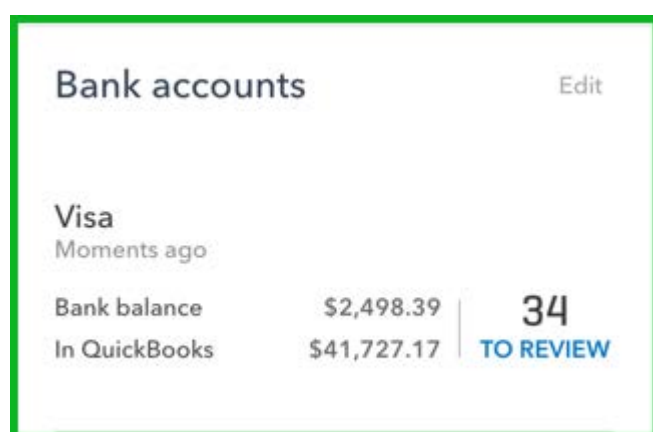
Matched – transactions that QuickBooks recognizes that match the bank download

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.

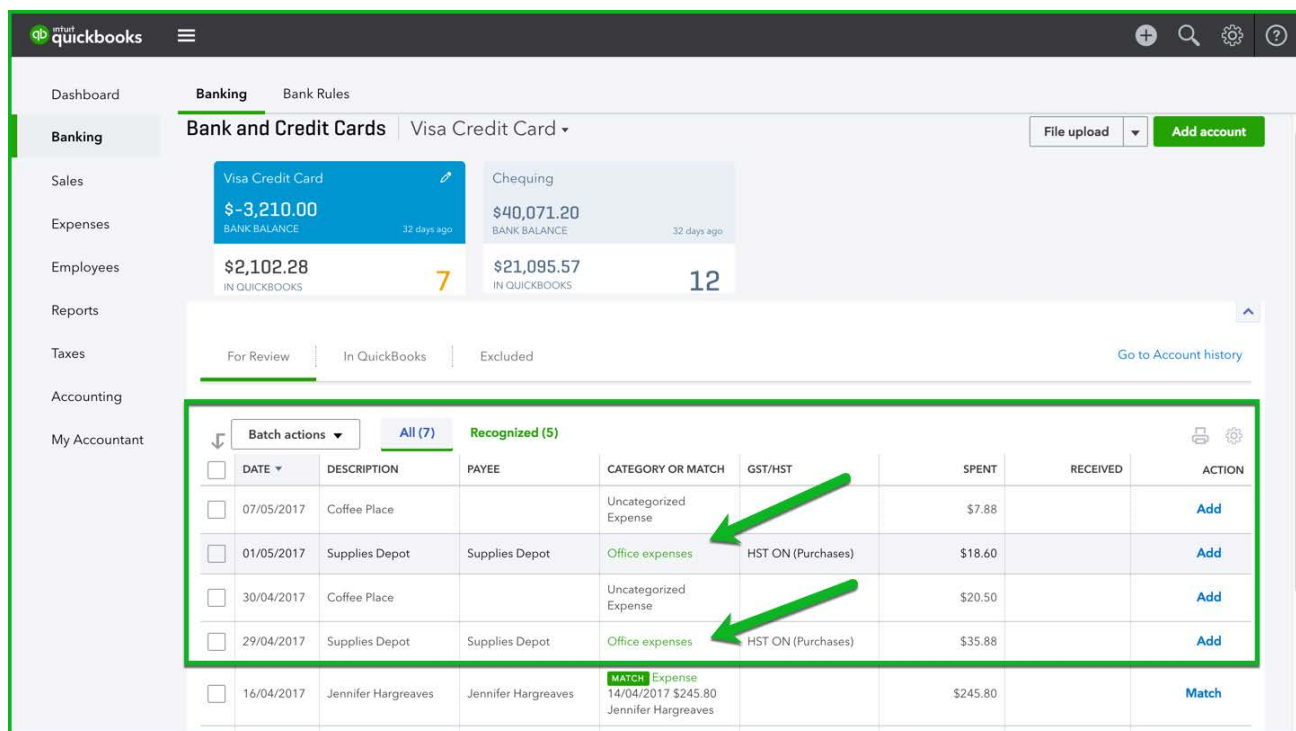


3. In the **For Review** tab, first review the **Match** transactions.

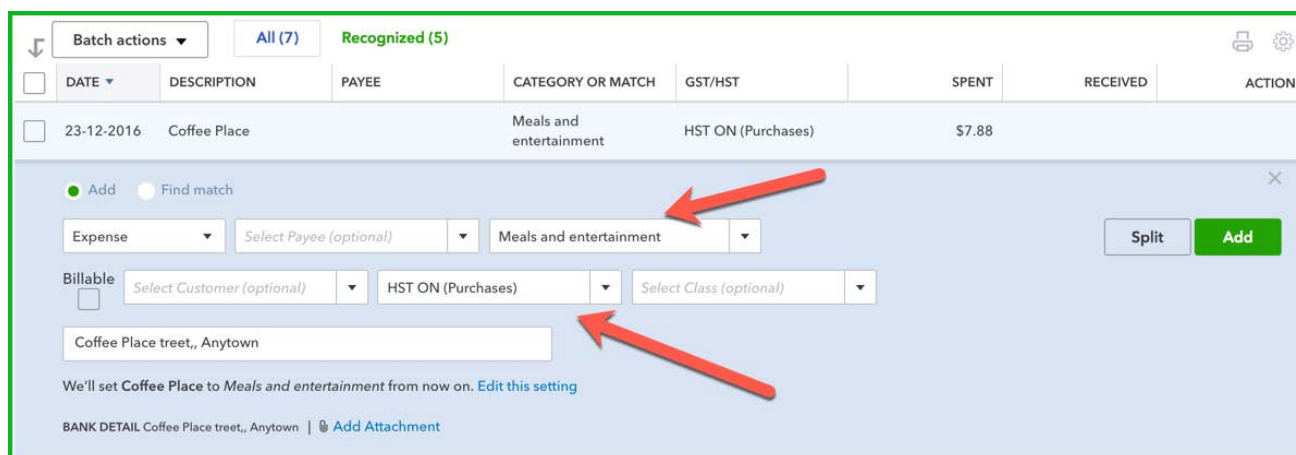
The screenshot shows the QuickBooks Online Banking interface. The left sidebar contains navigation links: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and My Accountant. The main area is titled 'Bank and Credit Cards' with a sub-tab 'Visa Credit Card'. It shows two account balances: Visa Credit Card (\$-3,210.00) and Chequing (\$40,071.20). Below these, there are two tabs: 'For Review' (selected) and 'In QuickBooks'. The 'For Review' tab shows a table of transactions for review. A green box highlights the 'For Review' tab and the transaction table.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
07/05/2017	Coffee Place		Uncategorized Expense		\$7.88		Add
01/05/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$18.60		Add
30/04/2017	Coffee Place		Uncategorized Expense		\$20.50		Add
29/04/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$35.88		Add
16/04/2017	Jennifer Hargreaves	Jennifer Hargreaves	MATCH Expense 14/04/2017 \$245.80 Jennifer Hargreaves		\$245.80		Match

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.

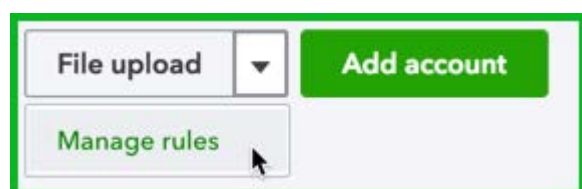
Even without rules, QuickBooks makes it easier for you to accept bank transactions quickly. When QuickBooks downloads your bank transactions, it does the following:

- 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:

Rule

Rule name

Office Supplies

For

Money out

In

All bank accounts

When a transaction meets

all

of these conditions

Description

Contains

Supplies Depot

and

Amount

Is less than

50.00

Add line

Set one or more of the following

Transaction type

Expense

Payee

Category

Tax code

Class

Office expenses

HST ON

Split

Memo

☒ Automatically add to my books

Cancel

Save

80

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**.

Invoice no.1010

Recurring Invoice

Template name: Adwin Ko Type: Scheduled Create: days in advance

Customer: Adwin Ko Email: Email (Separate emails with a comma)

Options: ☐ Automatically send emails ☐ Print later

Payment Options

Interval: Monthly on day 1st of every 1 month(s) Start date: 01-03-2017 End: None

Billing address: Adwin Ko International Ltd, 6412 av des Erables, Vancouver BC V5M 5M5

Terms: Net 30

Event Rep:

Invoice no.: 1010

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	CLASS
1	General services:Badges:Name	Name Badges	500	3	1,500.00	HST ON	
2							

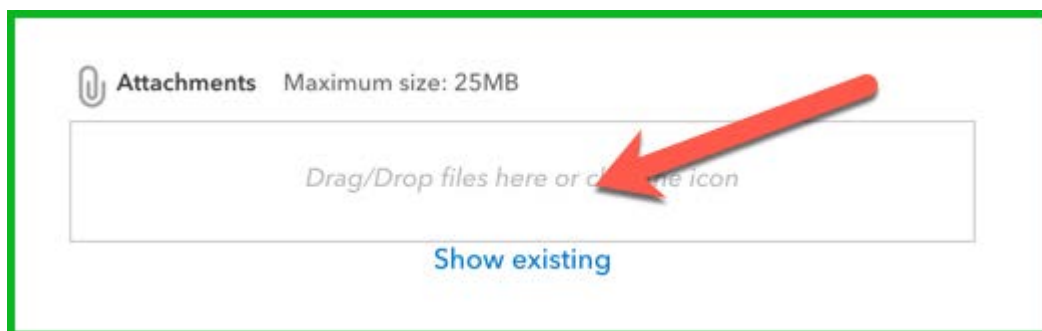
Cancel Revert Customize Save template

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.

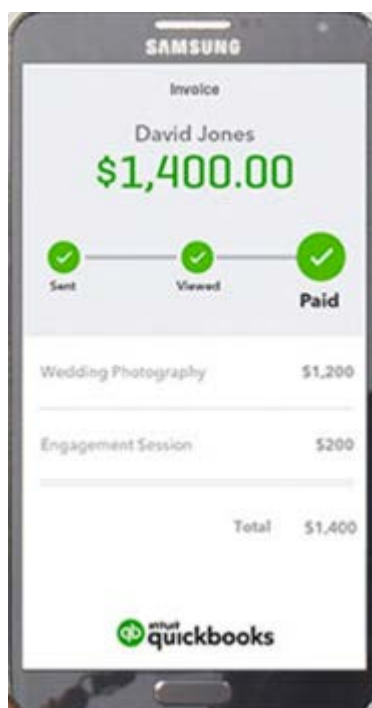
QUICKBOOKS ONLINE MOBILE

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.

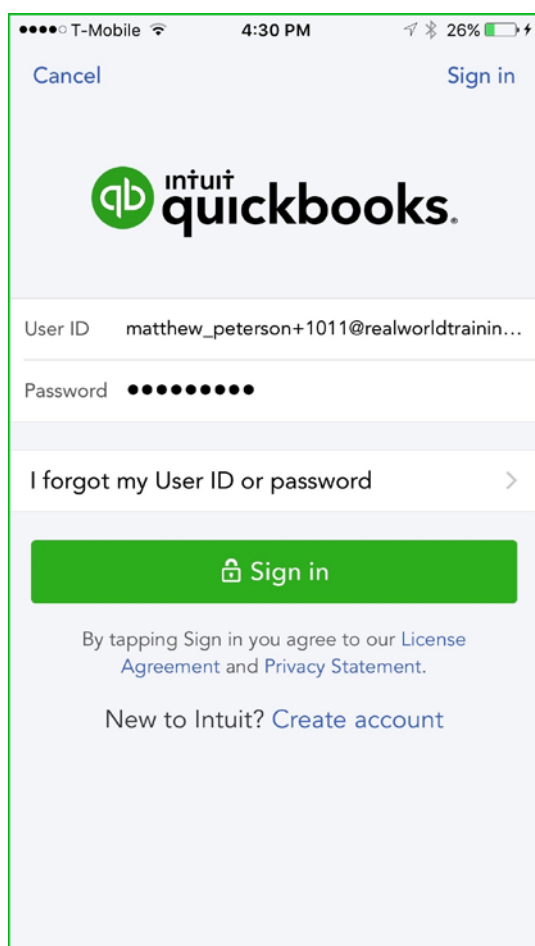
You can do the following activities in the mobile app:

- 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.

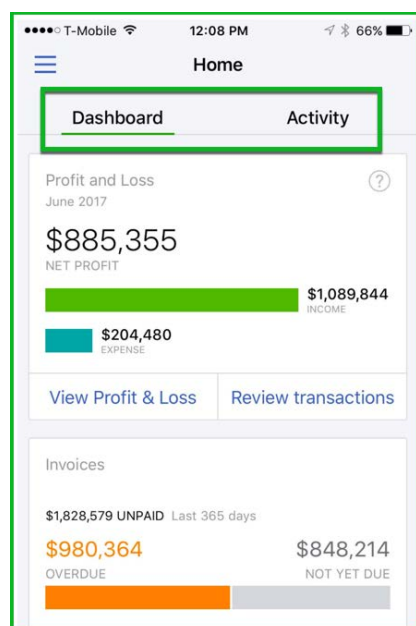
To open the QuickBooks mobile app:

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

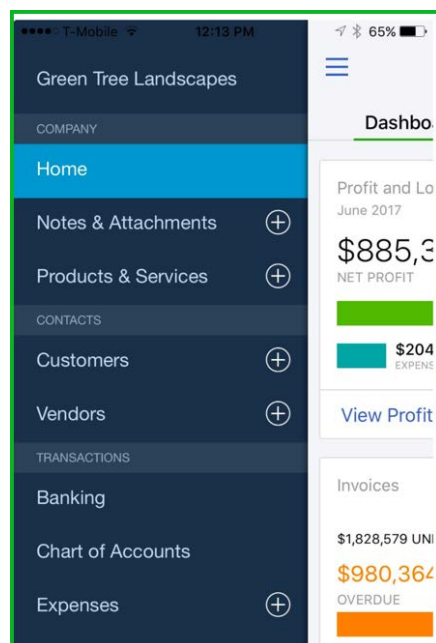


NAVIGATING QUICKBOOKS MOBILE

After signing into the QBO mobile app, QuickBooks displays two tabs; a **Dashboard** and **Activity**.



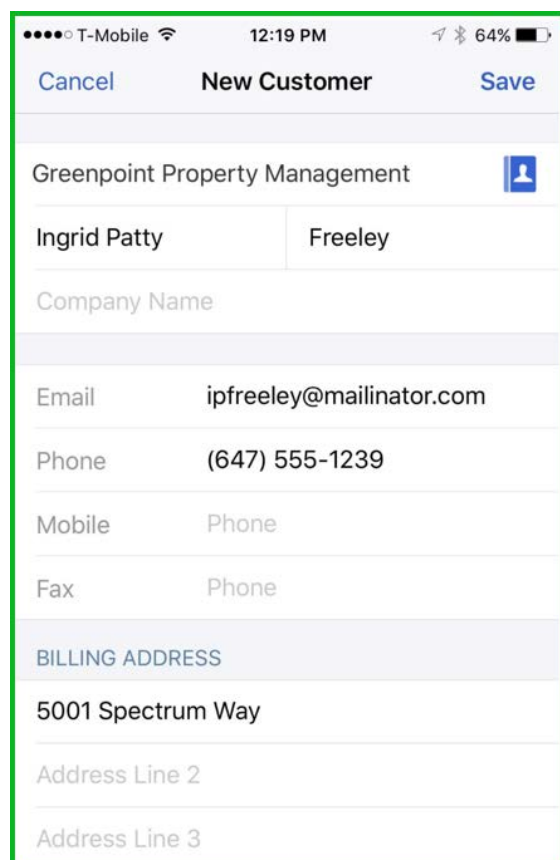
Tap the **Menu** option in the top-left corner of the app.



ADD CUSTOMERS ON MOBILE

To add customers using the QBO App:

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

A screenshot of the 'New Customer' form in the QuickBooks Online mobile app. The form is displayed on a mobile device screen, with a status bar at the top showing 'T-Mobile', '12:19 PM', and '64%' battery. The form has a header with 'Cancel', 'New Customer', and 'Save' buttons. The main form area contains fields for 'Company Name' (filled with 'Greenpoint Property Management'), 'Ingrid Patty' (first name), 'Freeley' (last name), 'Email' (filled with 'ipfreeley@mailinator.com'), 'Phone' (filled with '(647) 555-1239'), 'Mobile' (placeholder 'Phone'), and 'Fax' (placeholder 'Phone'). Below these fields is a section titled 'BILLING ADDRESS' with a text field filled with '5001 Spectrum Way' and two empty fields for 'Address Line 2' and 'Address Line 3'. The entire form is enclosed in a green border.

Cancel New Customer Save

Greenpoint Property Management

Ingrid Patty Freeley

Company Name

Email ipfreeley@mailinator.com

Phone (647) 555-1239

Mobile Phone

Fax Phone

BILLING ADDRESS

5001 Spectrum Way

Address Line 2

Address Line 3

CREATE INVOICES

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

The screenshot displays the 'New Invoice' interface on a mobile device. At the top, there are navigation buttons: 'Cancel', 'New Invoice', and 'Save'. The status bar at the very top shows 'T-Mobile', signal strength, time '4:20 PM', and battery level '27%'. The main content area contains a single line item: 'Clean up' with a quantity of '5.00 x 100.00 each' and a price of '500.00'. Below the line item is a description: 'Job site clean up'. To the right of the line item, it says 'HST ON'. Below the line item, there is a green plus icon and the text 'Add Line Item'. The summary section shows 'Subtotal' as '\$500.00', 'Tax' as 'Tax is exclusive', 'HST (ON) @ 13% on 500.00' as '65.00', 'Total' as '\$565.00', and 'Balance Due' as '\$565.00'. At the bottom, there is a 'Customer Message' field.

New Invoice	
	Clean up 500.00
5.00 x 100.00 each HST ON	
Job site clean up	
	Add Line Item
Subtotal	\$500.00
Tax	Tax is exclusive
HST (ON) @ 13% on 500.00	65.00
Total	\$565.00
Balance Due	\$565.00
Customer Message	

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**.

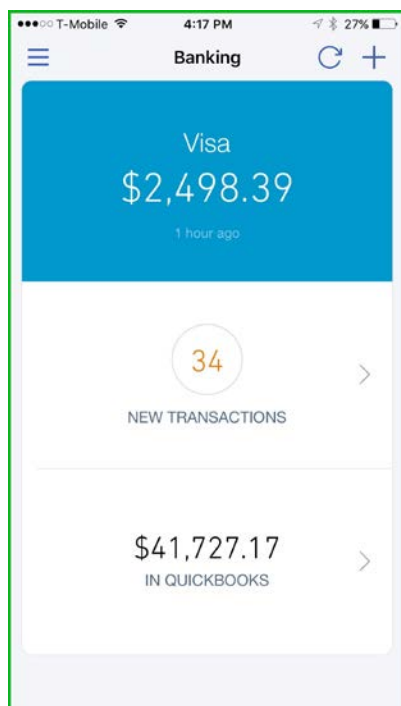
The screenshot shows the QuickBooks mobile app interface for viewing an invoice. At the top, there's a navigation bar with 'Invoices', 'Invoice', and 'Activity' tabs. Below this is a progress bar with 'Sent', 'Viewed', and 'Paid' stages. The main section displays the invoice details: 'Invoice 7760' for 'Alba Fay >'. It shows the date '1/28/17' and due date '2/27/17', with a note 'Overdue 1 day'. The total amount is '\$565.00' with a 'Receive Payment' button. The item list shows 'Clean up' with a quantity of '5.00' and a unit price of '100.00 each'. The subtotal is '500.00', and the total is '\$565.00'. The bottom bar contains icons for document, edit, share, and print.

Item	Quantity	Unit Price	Total
Clean up	5.00	100.00 each	500.00
Subtotal			500.00
Tax is exclusive			
HST (ON) @ 13% on 500.00			65.00
Total			\$565.00

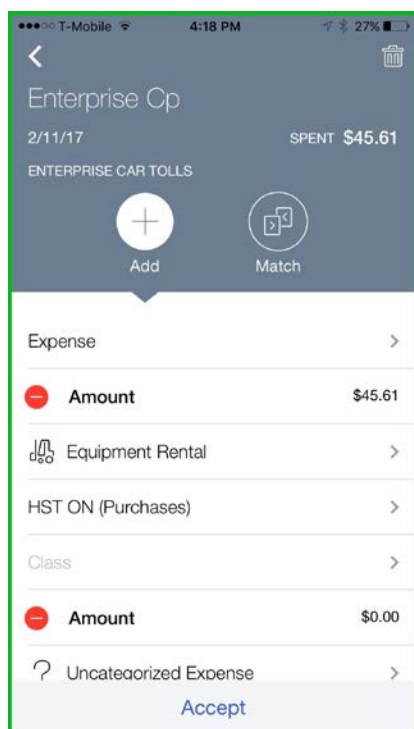
NOTE: The mobile app lets you email invoices directly from your mobile device.

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.

The screenshot shows a window titled "Add client" with a close button (X) in the top right corner. Inside the window is a form titled "Client contact information". At the top of the form are two radio buttons: "Business" (selected) and "Individual". Below these are four input fields arranged in two columns. The left column has "Business name *" with the value "Wing Nut Aviation Maintenance" and "Display name as" with the value "Wing Nut Aviation Maintenance". The right column has "Email *" with the value "wingnut@mailinator.com" and "Mobile" with the value "647-555-1299". At the bottom left of the form is a blue link that says "+ Add more info". A red arrow points to this link.

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

QuickBooks subscription [Compare](#)

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

EasyStart \$13/mo over 20% off for life of the subscription ¹	\$10/mo
Essentials \$27/mo over 50% off for life of the subscription ¹	\$13/mo
Plus \$40/mo 50% off for life of the subscription ¹	\$20/mo Most Popular
TOTAL \$0/mo	

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)

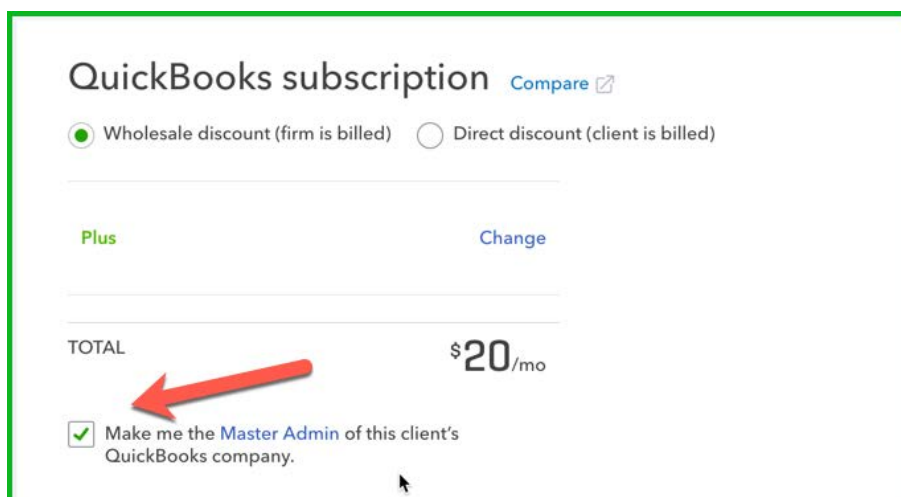
Benefits

- 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**.



QuickBooks subscription [Compare](#) ☒

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

Plus [Change](#)

TOTAL \$20/mo

☒ 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**.

Team access

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

☒ Amy Jackson (Firm Master Admin)

[Show less](#)

Find a team member

<input type="checkbox"/>	TEAM MEMBER	TITLE	EMAIL
<input type="checkbox"/>	Matt Pehrsson		
<input type="checkbox"/>	Tanis Young	Lead Bookkeeper	
<input type="checkbox"/>	Michael Di Lauro	Trainer	
<input type="checkbox"/>	Harley Davidson	Accounting Technician	harleydavidson@mailinator.com
<input type="checkbox"/>	Mark Thompson	Accounting Technician	markthompson@mailinator.com

Save

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

Wholesale Billing Information

We need your billing information to charge your account for clients you move to wholesale billing.

Cardholder name

Amy Jackson

Card number

Expiration date

Month Year

Security code

Billing address

City

Province/TerritoryPostal code

Ontario L5V 2C9

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**.

qb intuit quickbooks. 1 of 2

No two businesses are alike
We should know—we've seen a lot! Help us get to know yours.

What's your business called?
Wing Nut Aviation Maintenance

How long have you been in business?
Less than 1 year

☐ I've been using QuickBooks Desktop and want to bring in my data.

Next

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

qb intuit quickbooks. 2 of 2

What can we take off your plate?
We've got your accounting covered. What else can we help you with?

Invoice customers Track expenses Mobile Point of Sale

E-Commerce Track sales tax Pay employees

Back 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.

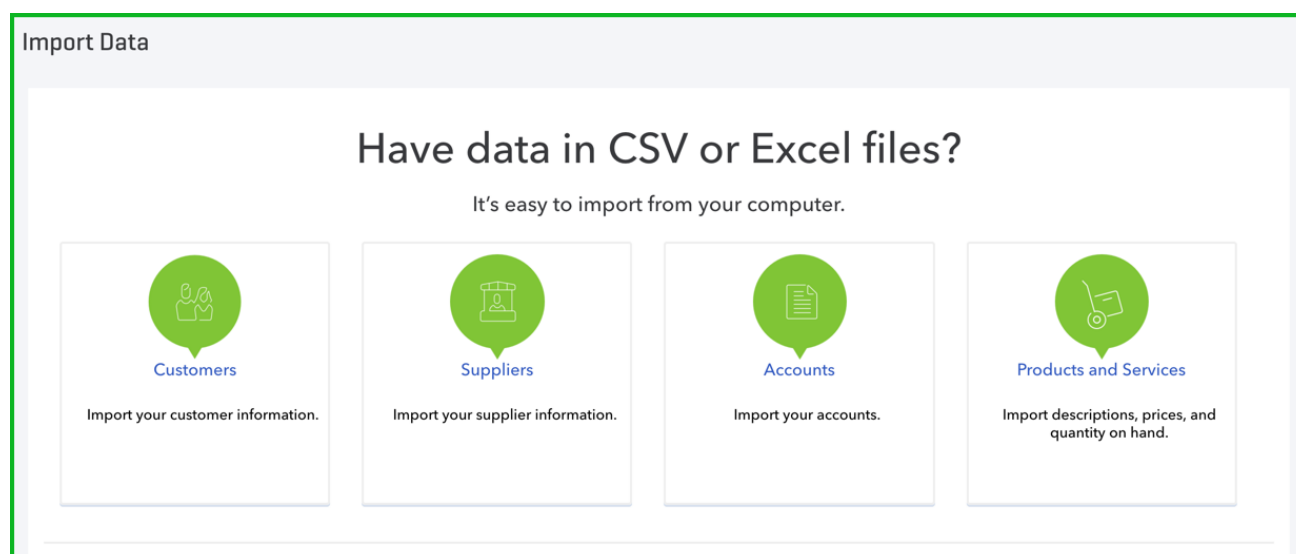
NOTE: It is recommended you setup the client's bank feed from this window. See Chapter 6 for review.

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**.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Select a CSV or Excel file to upload

Customer Import List QBO Education.xlsx **Browse**

[Download a sample file](#)

Cancel **Next**

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

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	First Name + Last Name ✓
Company	Company Name ✓
Email	Email ✓
Phone	Phone ✓
Mobile	No Match
Fax	No Match
Website	No Match
Street	Street ✓

Back **Next**

7. Click **Next**.

8. Click Import to complete the import.

Import Customers

1
UPLOAD

2
MAP DATA

3
IMPORT

18 records are ready to be imported

<input checked="" type="checkbox"/>	NAME	COMPANY	EMAIL	PHONE	STREET	CITY	PROVINCE/TERRITORY	POSTAL CODE
<input checked="" type="checkbox"/>	Elizabeth Barker		Contact@ge.ca	647-555-6141	231 Hazy Acres	Toronto	ON.	M4Y 2M1
<input checked="" type="checkbox"/>	Melissa Helms	Sherwood Park Comm	contact@intuit.com	647-555-9020	331 Harvest Arbor	Mississauga	ON.	L4N 9M1
<input checked="" type="checkbox"/>	Gerald Lupo	Hewitt & Packer Office	contact@hp.com	647-555-5895	431 Green Avenue	Markham	ON.	L6H 3K1
<input checked="" type="checkbox"/>	Jeremy White	Main Steet Shopping I	contact@nike.com	647-555-6141	531 Grand Bank	Toronto	ON.	M4Y 2M2
<input checked="" type="checkbox"/>	Dennis Bergen		contact@jhp.com	647-555-9998	631 Golden Bend	Mississauga	ON.	L4N 9M2
<input checked="" type="checkbox"/>	Kathy Funderburk	Sheraton Cavalier Mar	contact@sheraton.ca	647-555-2040	731 Gentle Canyon	Markham	ON.	L6H 3K2

Back

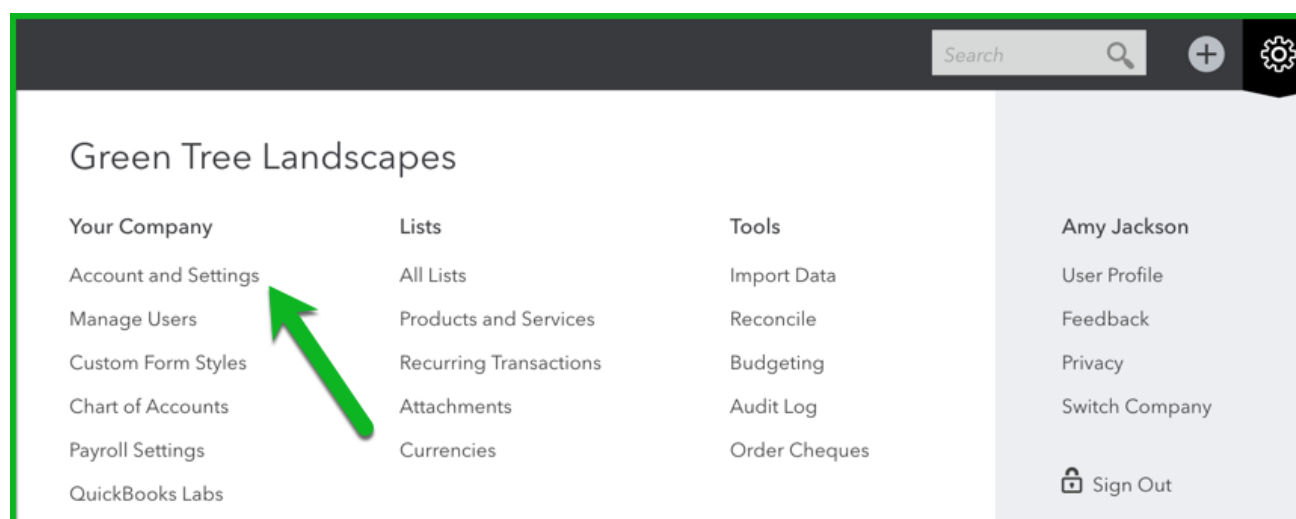
Import

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 not 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.

The screenshot shows the 'Account and Settings' window with the 'Company' tab selected. A green arrow points to the 'Company name' field. The form contains the following elements:

- Company name**: A text field containing 'Green Tree Landscapes'.
- Legal name**: A text field containing 'Green Tree Landscapes'.
- Business Number (BN)**: A text field containing '111111119'.
- Same as company name**: A checked checkbox.
- Buttons**: 'Cancel' and 'Save' buttons.

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**.

The screenshot shows the 'Account and Settings' interface. On the left, a sidebar lists various settings categories: Company, Billing & Subscription, Sales, Expenses, Payments, and Advanced. A green arrow points to the 'Advanced' category. The main area is titled 'Accounting' and contains several configuration options. At the bottom of the sidebar, the 'Advanced' tab is highlighted. The 'Accounting' section includes dropdown menus for 'First month of fiscal year' (set to January) and 'First month of income tax year' (set to Same as fiscal year). It also features a dropdown for 'Accounting method' (set to Accrual) and a checkbox for 'Close the books' which is checked. Below this is a 'Closing date' field set to 12/31/2016, followed by a dropdown for 'Allow changes after viewing a warning and entering password'. There are also fields for 'Password' and 'Confirm Password', both masked with dots. At the bottom, there is a 'Default tax rate selection' dropdown set to 'Exclusive of Tax'. 'Cancel' and 'Save' buttons are located at the bottom center of the form.

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**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year ? January

First month of income tax year Same as fiscal year

Accounting method ? Accrual

☒ Close the books ? 12/31/2016

Closing date

12/31/2016

Allow changes after viewing a warning and entering password ?

Password

.....

Confirm Password

.....

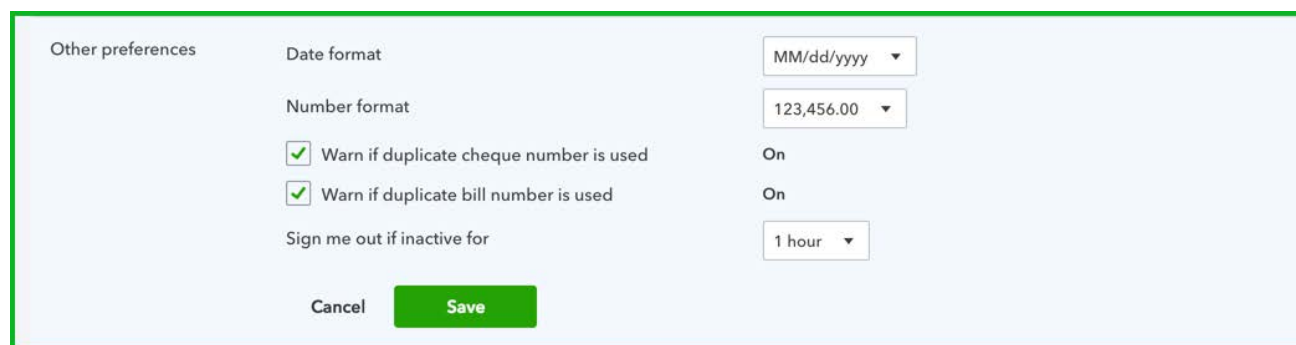
Default tax rate selection ? Exclusive of Tax

Cancel 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.



Other preferences

Date format: MM/dd/yyyy ▼

Number format: 123,456.00 ▼

☒ Warn if duplicate cheque number is used

☒ Warn if duplicate bill number is used

Sign me out if inactive for: 1 hour ▼

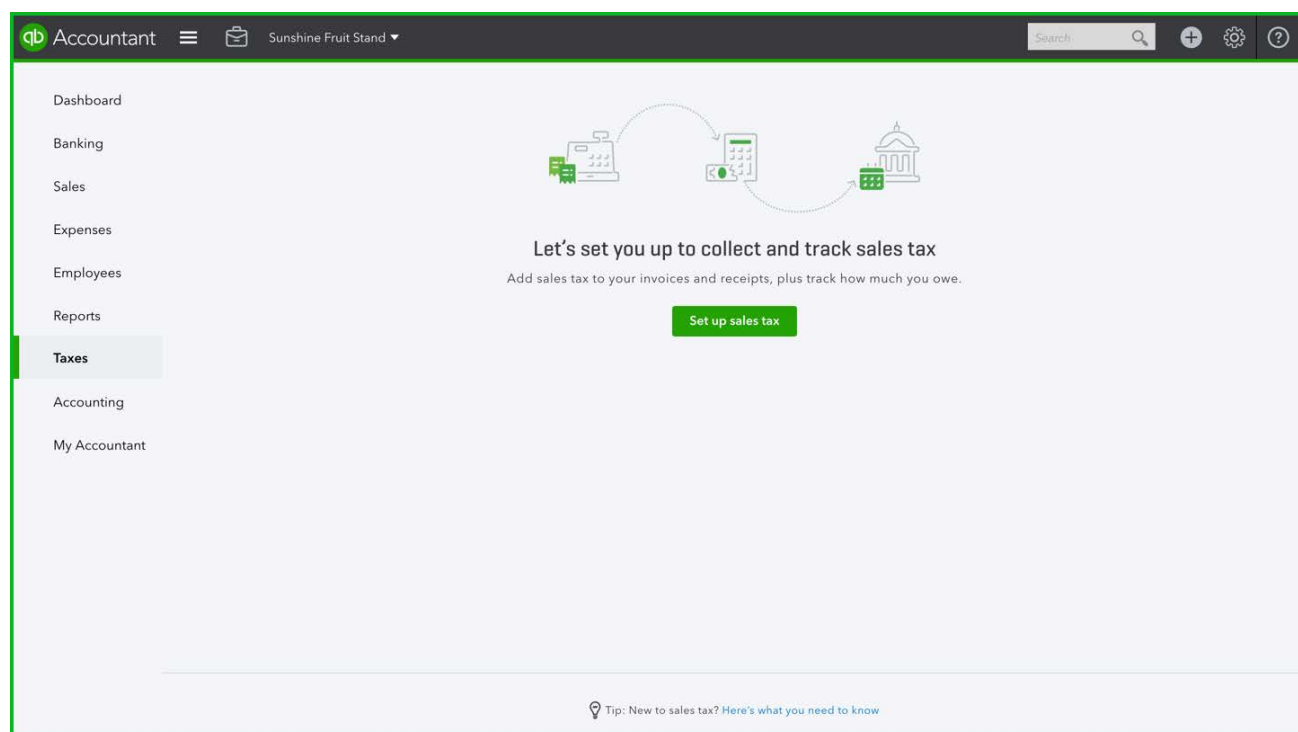
Cancel Save

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**.

The screenshot shows a 'Set up sales tax' dialog box with a close button (X) in the top right corner. The text inside reads: 'To get started, tell us where your business is based:'. Below this, there is a label 'Province or territory' followed by a dropdown menu. The dropdown menu is open, showing 'Ontario' as the selected option. At the bottom of the dialog box, there is a green button labeled 'Save'.

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

Set up sales tax

Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Canada Revenue Agency

Start of current tax period
January

Filing frequency
Quarterly

Reporting method
☒ Accrual
☐ Cash

Business number (BN)

Next

QuickBooks confirms the setup of sales tax.

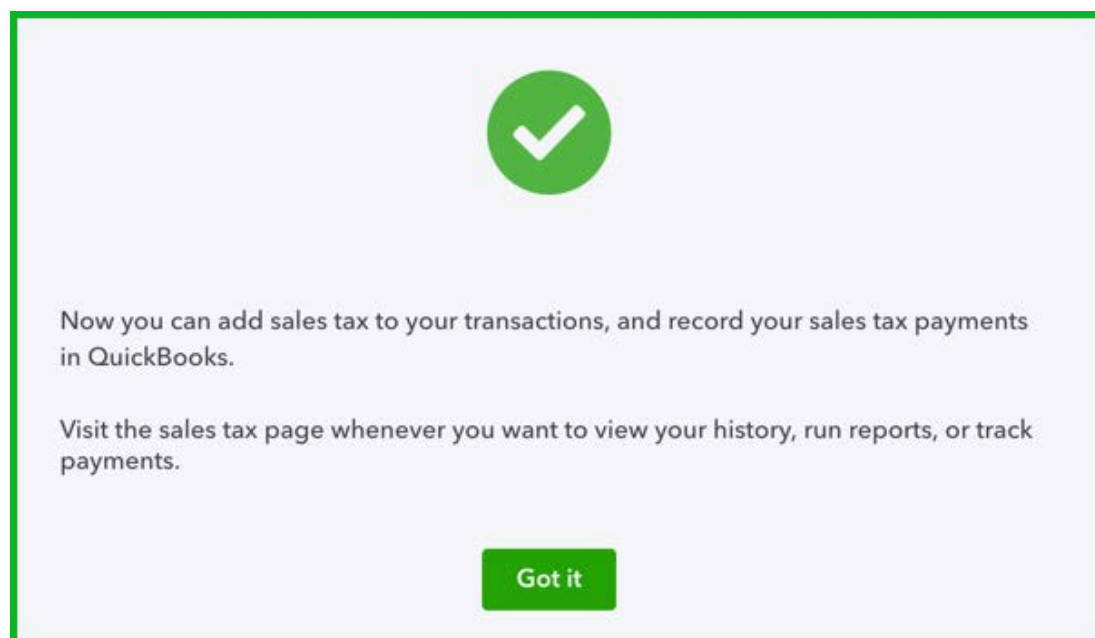


Chart of Accounts

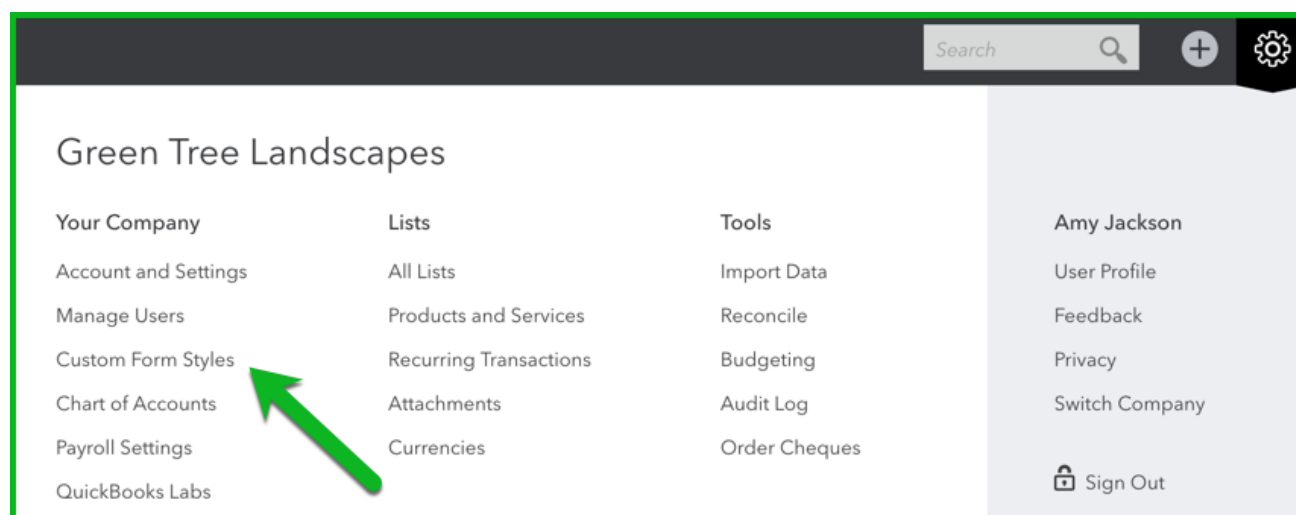
The chart of accounts is a critical part of *QuickBooks Online*. Click the Gear icon to view the Chart of Accounts. Who sets up the client file will determine what type of chart of accounts your clients have. The two different scenarios are the following:

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**

Custom form styles

All lists

New style ▼

Invoice
Estimate
Sales receipt

NAME	FORM TYPE	LAST EDITED	
TEST	Invoice	07/10/2017	Edit
Sales Invoice #1	Invoice	04/12/2017	Edit ▼
Estimate Template	Estimate	04/02/2017	Edit ▼
Template #2	Invoice	03/08/2017	Edit ▼
Standard	Master	11/22/2016	Edit ▼

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.

Create invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Invoice #4

Change up the template

Make logo edits

Try other colours

Get choosy with your font

When in doubt, print it out

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

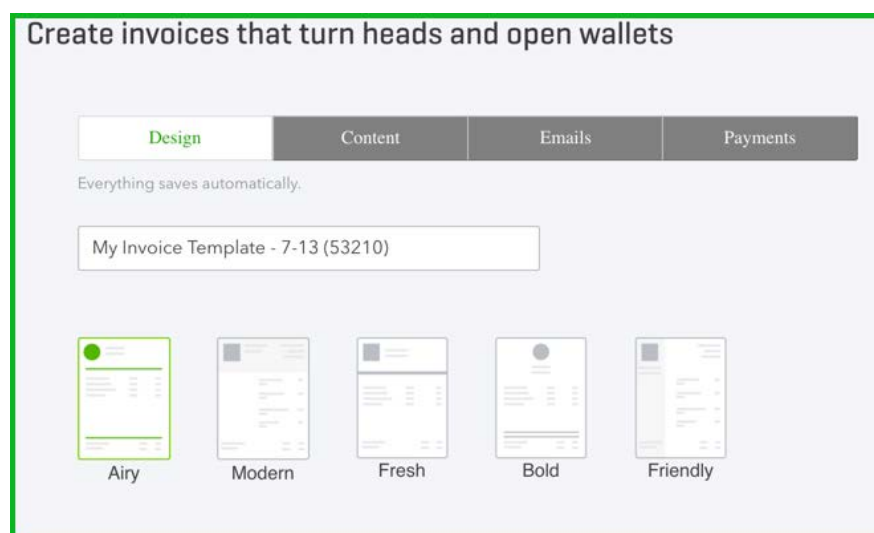
SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

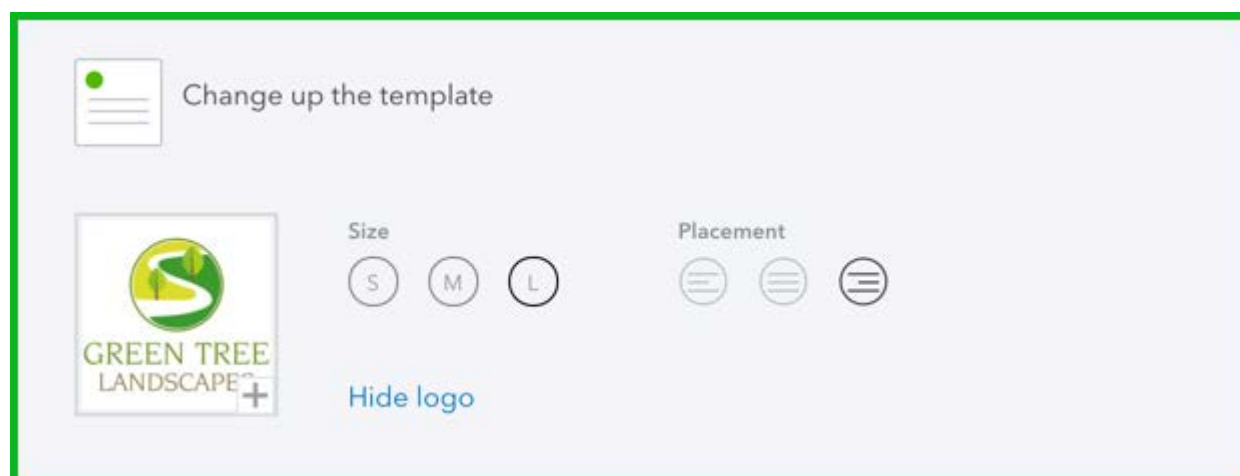
RATE	TAX	NET
HST @ 10.0%	90.00	450.00

Preview PDF Done

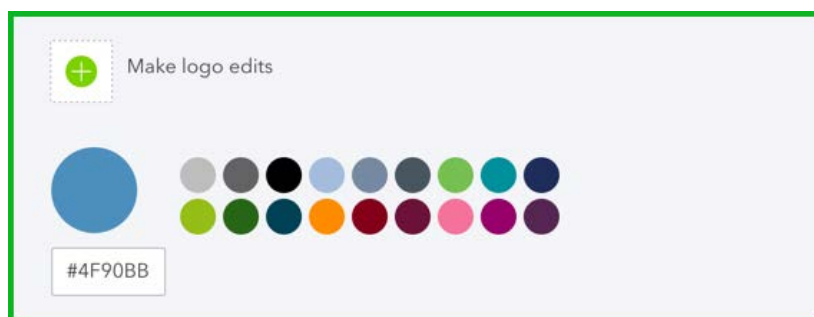
5. Click **Design** to customize the appearance of the form. From this window, you can do the following:
 - o Change the template. Click **Change up the Template**, and then choose from one of the 5 template options.



- o Click **Make Logo Edits**. Add or remove the logo, resize the logo and place it on the form, from this section.



- Click **Try Other Colours**. Choose from the color palette available or enter your own.



- Click **Get Choosy with your Font**. Select a font that works for your form.



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

A screenshot of the 'Page margins' section. It has four input fields for 'Top' (0.5"), 'Left' (0"), 'Bottom' (0.5"), and 'Right' (0"). To the right of these fields is a 'Reset' link. Below the input fields are two checkboxes: 'Fit printed form with paystub in window envelope' and 'Use letterhead paper'.

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

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Click the pencils on the right to edit each section.

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@healworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	112.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	80.00	450.00

Preview PDF Done

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:

- **Business name, phone, email**, and other contact information.
- Enter the Form name and choose Form Number options.
- Add or remove fields to display under the Display options.

Create invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Header

☒ Business name
Green Tree Landscapes

☐ Phone
Phone No

☒ Email
matthew.peterson+1011@realworldtraining.com

☐ Business number
111111119

[+ Address](#)

[+ Website](#)

Form

☒ Form names
Invoice Invoice

☒ Form numbers

☒ Use custom transaction numbers

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Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00

Preview PDF Done

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

Create invoices that turn heads and open wallets

Design Content Emails Payments

Table

Account summary

☐ Show on invoice

Activity table

COLUMNS:

☐ Date

☒ Description
☐ Include Quantity and Rate

☒ Product/Service
☒ Include description here
☒ Category

☒ Quantity

☒ Rate

☒ Tax

☒ Amount

☐ SKU

Green Tree Landscapes
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CA
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INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Preview PDF Done

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.

COLUMNS [HIDE LABELS AND WIDTHS](#)

Column	Include	Label	Width
Date	<input type="checkbox"/>	Date	
Description	<input checked="" type="checkbox"/>	Description	
Product/Service	<input checked="" type="checkbox"/>	Description	
Quantity	<input checked="" type="checkbox"/>	Qty	
Rate	<input checked="" type="checkbox"/>	Rate	
Tax	<input checked="" type="checkbox"/>	Tax	
Amount	<input checked="" type="checkbox"/>	Amount	

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

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Everything saves automatically.

Footer

Display

- ☒ Discount
- ☒ Deposit
- ☒ Tax summary

Message to customer on

Invoices

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

Add payment details and footer

Give your customers some payment detail options for how you'd like to be paid (email for e-money transfer; bank account number for bank transfers)

8pt

Centred

INVOICE

Green Tree Landscapes
3100 Spectro Way
Whitby, ON L1W 5S2
CA
matthew.gordon@1011@realworldtraining.com

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2018
DUE DATE 12/03/2018
TERMS NET 30

DESCRIPTION	QTY	RATE	TAX	AMOUNT
Item name	2	225.00	HST @ 10.0%	450.00
Description of the item				
Item name	1	225.00	GST @ 5.0%	225.00
Description of the item				

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL 675.00
DISCOUNT 2% -13.50
HST @ 10.0% 113.00
GST @ 5.0% 105.00
DEPOSIT 10.00
TOTAL \$893.00
BALANCE DUE \$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Preview PDF Done

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**.

The screenshot shows two sections of the QuickBooks Online interface. The top section, titled "Manage Users", contains a table with columns: Contact Name, Email Address, Access Rights, Billable User?, and Status. A single user, Amy Jackson, is listed with email matthew.peterson@realworldtraining.com, Master Admin access rights, No as a billable user, and Active status. Below the table are buttons for New, Edit, Delete, and Activity. The bottom section, titled "Accounting Firms", includes a brief instruction and a table with columns: Contact Name, Email Address, and Status. The same user, Amy Jackson, is listed with an Active status. Below this table are buttons for Invite Accountant, Edit, and Delete.

Contact Name	Email Address	Access Rights	Billable User?	Status
Amy Jackson	matthew.peterson@realworldtraining.com	Master Admin	No	Active

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

Contact Name	Email Address	Status
Amy Jackson	matthew.peterson@realworldtraining.com	Active

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

3. Choose a type of user → Next.

The screenshot shows the "Choose user type" dialog box. It has a title bar with "Choose user type" and "Page 1 of 7". The main content area says "Choose a type of user." and lists four options with radio buttons: "Regular or custom user" (selected), "Company administrator", "Reports only", and "Time Tracking only". Each option has a brief description of its permissions. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A "Privacy" link is also visible at the bottom center.

Choose user type Page 1 of 7

Choose a type of user.

☒ **Regular or custom user**
You specify which areas of QuickBooks Online Plus this user can access.

☐ **Company administrator**
Company administrators have all access rights within QuickBooks Online Plus. They also have all access rights for every other service your company subscribes to.

☐ **Reports only**
This type of user signs in to a special version of QuickBooks Online Plus that shows reports only. A Reports only user can access virtually all reports, except those listing contact information of customers, suppliers, or employees. This user does not count toward your current user limit.

☐ **Time Tracking only**
This type of user signs in to a special version of QuickBooks Online Plus that only has time sheets. A Time Tracking only user can fill out and change his or her own time sheets (but not other users' time sheets). This user does not count toward your current user limit.

[Cancel](#) [< Back](#) [Next >](#)

[Privacy](#)

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.

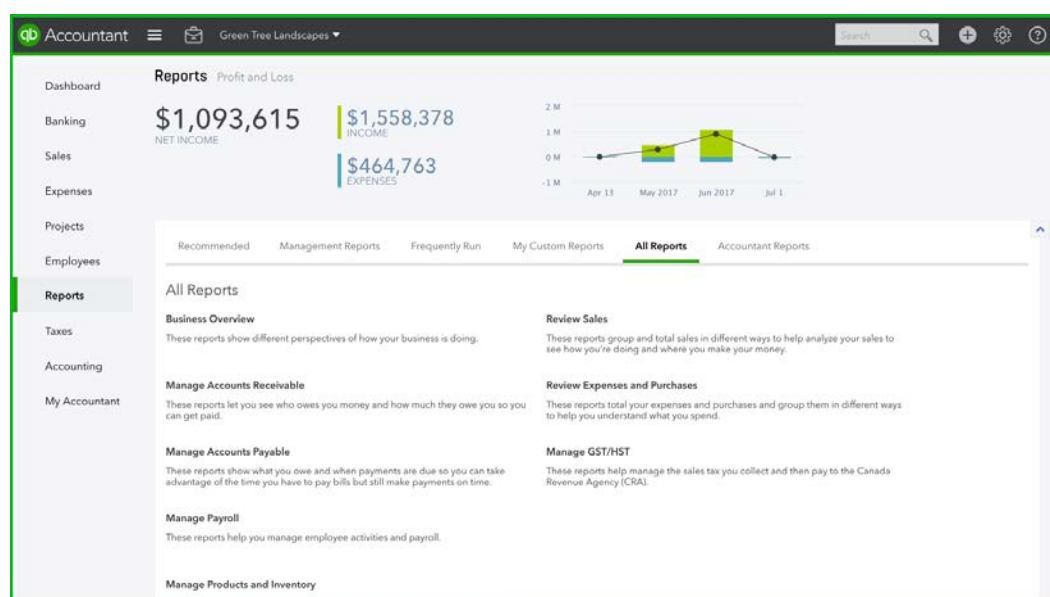
Recommended – reports that are commonly run reports for small business

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.

The screenshot displays the QuickBooks Online Accountant interface for a user named 'Green Tree Landscapes'. The top navigation bar includes the 'qb Accountant' logo, a menu icon, a search bar, and utility icons for adding, settings, and help. The left sidebar lists navigation options: Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports (highlighted), Taxes, Accounting, and My Accountant. The main content area is titled 'Reports Profit and Loss' and features a summary of financial data: NET INCOME of \$1,093,615, INCOME of \$1,558,378, and EXPENSES of \$464,763. A line chart shows income trends from April 13 to July 1, with data points for May 2017, Jun 2017, and Jul 1. Below the summary, a tabbed interface shows 'Accountant Reports' selected. The 'Accountant Reports' section contains a grid of report categories, each with a description and links to 'Run' or 'Customize' the report.

Report Category	Description	Links
Account List	Provides the name, type, and balance for each account listed in your Chart of Accounts.	Run Customize
Reconciliation Reports	Lists all reconciliations you've completed and provides links to the individual reconciliation reports.	Run
Trial Balance	This report summarizes the debit and credit balances of each account on your chart of accounts during a period of time.	Run Customize
Adjusted Trial Balance (Accountants Only)	This report summarizes the debit and credit balances, including adjusting entries, of each account on your chart of accounts during a period of time.	Run Customize
Journal	This report breaks down every transaction during a period of time into debits and credits and displays them chronologically. Transaction List by Date also lists transactions chronologically, but not as debits and credits.	Run Customize
Adjusting Journal Entries (Accountants Only)	This is a list of journal entries during a period of time that have the "Adjusting" checkbox selected.	Run Customize
Profit and Loss	Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.	Run Customize
Profit and Loss Comparison	Shows a year-over-year comparison of income and expenses.	Run Customize
Balance Sheet	Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).	Run Customize
Balance Sheet Comparison	Shows a year-over-year comparison of what you own (assets), what your debts are (liabilities), and what you've	
Transaction Detail by Account	This report lists transactions subtalled by each account on your chart of accounts. It is like General Ledger without	
General Ledger	For each account in your chart of accounts, the report shows all the transactions that occurred in that account	

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.

[Back to report list](#)
 Report period: This Year-to-date | 01/01/2017 to 07/13/2017 | [Customize](#) | [Save customization](#)

Display columns by: Total Only | Show non-zero or active only: Active rows/active columns | Period to compare: Select period | Accounting method: ☐ Cash ☒ Accrual | [Run report](#)

Collapse | Sort ▼ | Add notes | Edit header

Green Tree Landscapes

PROFIT AND LOSS

January 1 - July 13, 2017

	TOTAL
▼ INCOME	
Billable Expense Income	500.00
Discounts given	-5,192.50
Markup	70.00
Sales	1,915,366.87
Sales of Labour	31,157.70
Sales of Product Income	55,003.20
Services	2,800.00
Total Income	\$1,999,705.27
▼ COST OF GOODS SOLD	

Balance Sheet Report

To create a Balance Sheet report:

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

[Back to report list](#)
 Report period: This Year-to-date ▼ 01/01/2017 to 07/13/2017
 Customize Save customization

Display columns by: Total Only ▼ Show non-zero or active only: Active rows/active columns ▼ Period to compare: Select period ▼ Accounting method: ☐ Cash ☒ Accrual
 Run report

Collapse Sort ▼ Add notes Edit header

Green Tree Landscapes

BALANCE SHEET
As of July 13, 2017

	TOTAL
▼ ASSETS	
▼ Current Assets	
Daily Sales Clearing	3,000.00
HOLDBACK TEST	800.00
Inventory Asset	90,083.97
Undeposited Funds	302,422.07
▼ Cash and cash equivalents	
BMO Chequing	458,520.52
BMO Chequing 4578	-4,723.94

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.

The screenshot shows the QuickBooks Online report customization interface. At the top, there is a 'Back to report list' link and a 'Report period' dropdown set to 'All Dates'. To the right are 'Customize' and 'Save customization' buttons. Below the report period, there is a 'Rows/columns' section with a 'Group by' dropdown set to 'None' and a 'Run report' button. The main report area is titled 'Green Tree Landscapes' and 'TRANSACTION LIST BY DATE All Dates'. It contains a table with 6 columns: DATE, TRANSACTION TYPE, NAME, MEMO/DESCRIPTION, ACCOUNT, and AMOUNT. The table lists 6 transactions. Above the table, there are two menu bars: one on the left with 'Sort', 'Add notes', and 'Edit header' options, and one on the right with icons for email, print, share, and settings (gear icon).

Back to report list
Report period
All Dates
Customize Save customization

Rows/columns
Group by None Run report

Sort Add notes Edit header

Green Tree Landscapes
TRANSACTION LIST BY DATE
All Dates

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/28/2016	Bill	Amazon	Hubdoc - 10638499	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
05/23/2016	Bill	Rogers	Hubdoc - 10459617	Accounts Payable (A/P)	133.28
05/23/2016	Bill	Rogers	Hubdoc - 10459617 - INV678	Accounts Payable (A/P)	133.28

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

- **Report period**
- **Number format**
- **Rows/Columns**
 - Select columns to add or remove
 - Drag and drop the columns to reorder

Customize report

▼ General

Report period

All Dates ▼

Number format

☐ Divide by 1000

☐ Without cents

Negative numbers

-100 ▼

☐ Show in red

▼ Rows/Columns

Select and reorder columns

Reset to default

☒ Date

☒ Transaction Type

☒ Name

☒ Memo/Description

☒ Account

☒ Amount

☐ Print

☐ Add to favorites

Run report

5. Click **Filter**.
 - o Select **Filter** → Choose more details
6. Click **Header/Footer** to edit the report information.
7. Click **Run Report**.

Customize report

▼ General

Report period

All Dates ▼

Number format

☐ Divide by 1000

☐ Without cents

Negative numbers

-100 ▼

☐ Show in red

► Rows/Columns

▼ Filter

☒ Transaction Type Invoice ▼

☐ Account All ▼

☐ Name All ▼

☐ Location All ▼

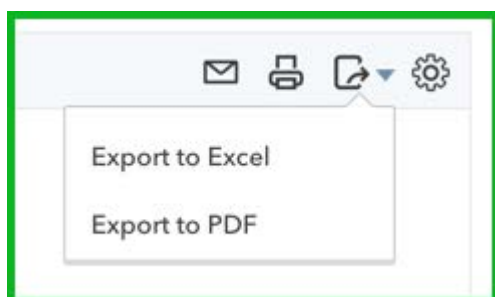
☐ Payment Method All ▼

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.

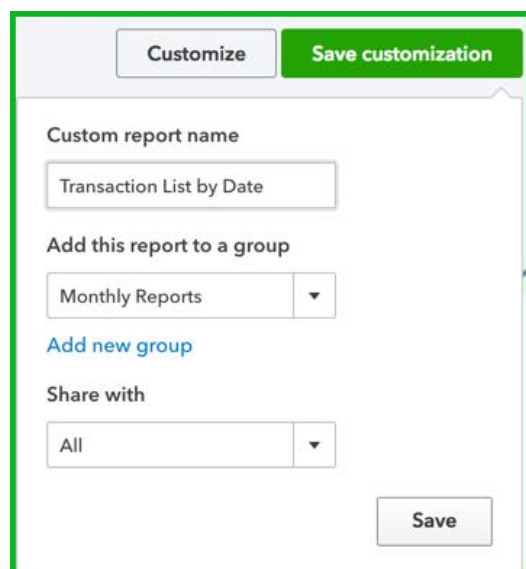
 A screenshot of an Excel spreadsheet. The title bar reads 'Green Tree Landscapes'. The spreadsheet contains a report titled 'Green Tree Landscapes Sales by Customer Detail' with the subtitle 'All Dates'. The data is organized into columns: Date, Transaction Type, #, Product/Service, Memo/Description, Qty, Sales Price, Amount, and Balance. The report lists transactions for 'Alba Fay' and 'Anderson & Associates'.

	Date	Transaction Type	#	Product/Service	Memo/Description	Qty	Sales Price	Amount	Balance
Alba Fay	04-11-2016	Invoice	1012	Perforate Lawn		1.00	500.00	500.00	500.00
	17-11-2016	Invoice	1014	Hedge Trimming	Hedge trimming.	1.00	50.00	50.00	550.00
Total for Alba Fay								\$ 550.00	
Anderson & Associates	07-09-2016	Invoice	1010	Hedge Trimming	Hedge trimming.	8.00	100.00	800.00	800.00

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**.



Customize Save customization

Custom report name

Transaction List by Date

Add this report to a group

Monthly Reports

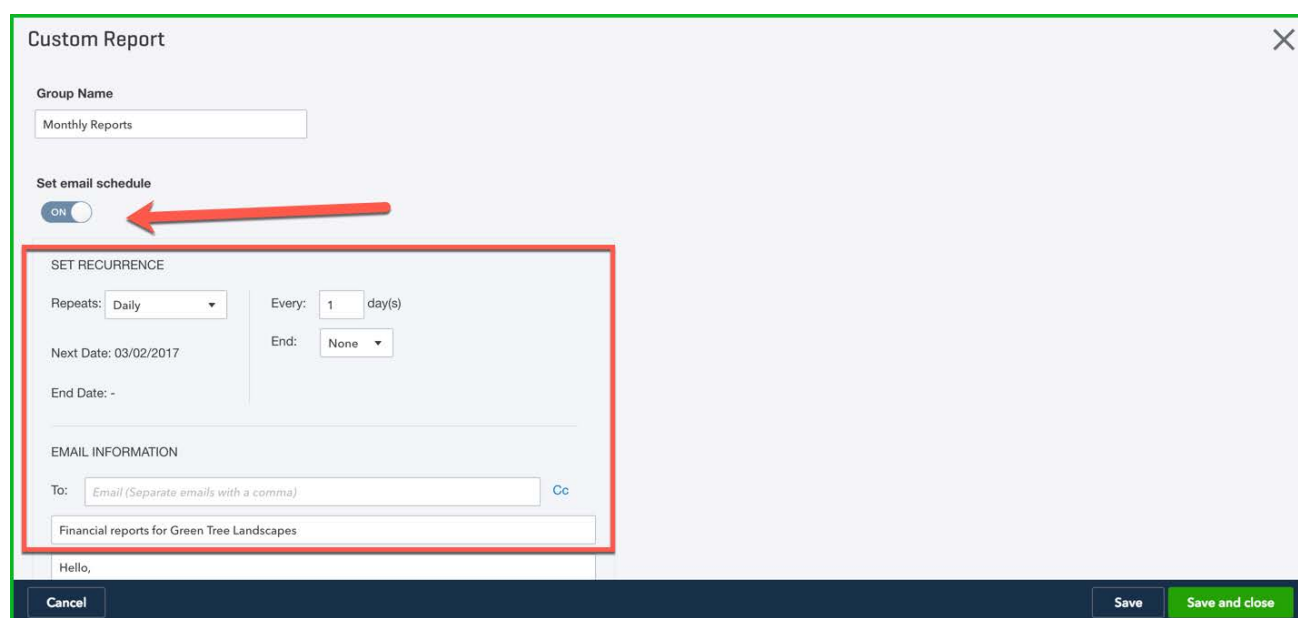
Add new group

Share with

All

Save

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.



Custom Report

Group Name

Monthly Reports

Set email schedule

ON

SET RECURRENCE

Repeats: Daily Every: 1 day(s)

Next Date: 03/02/2017 End: None

End Date: -

EMAIL INFORMATION

To: Financial reports for Green Tree Landscapes

Cancel Save Save and close

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

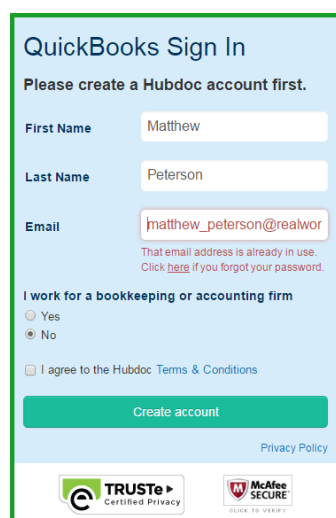
One of the most challenging parts to data entry is recording credit card receipts, bills, and other expenses. The bank feed does a great job entering some of this data. There are two apps that will help with these tasks.

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.

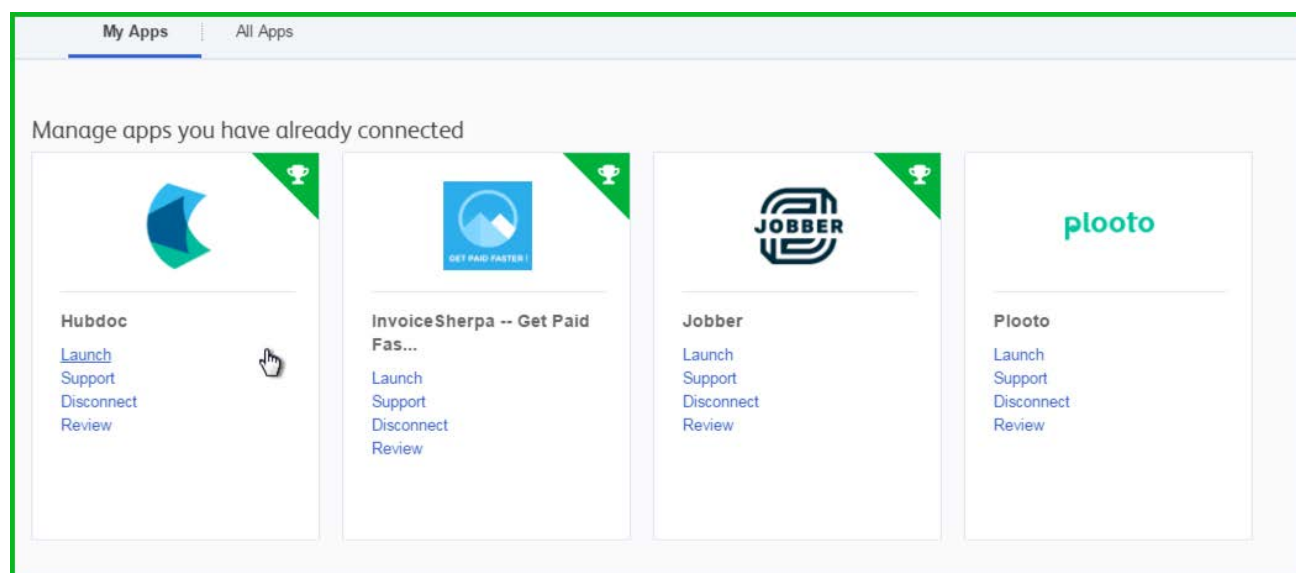
To Setup Hubdoc you do the following:

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

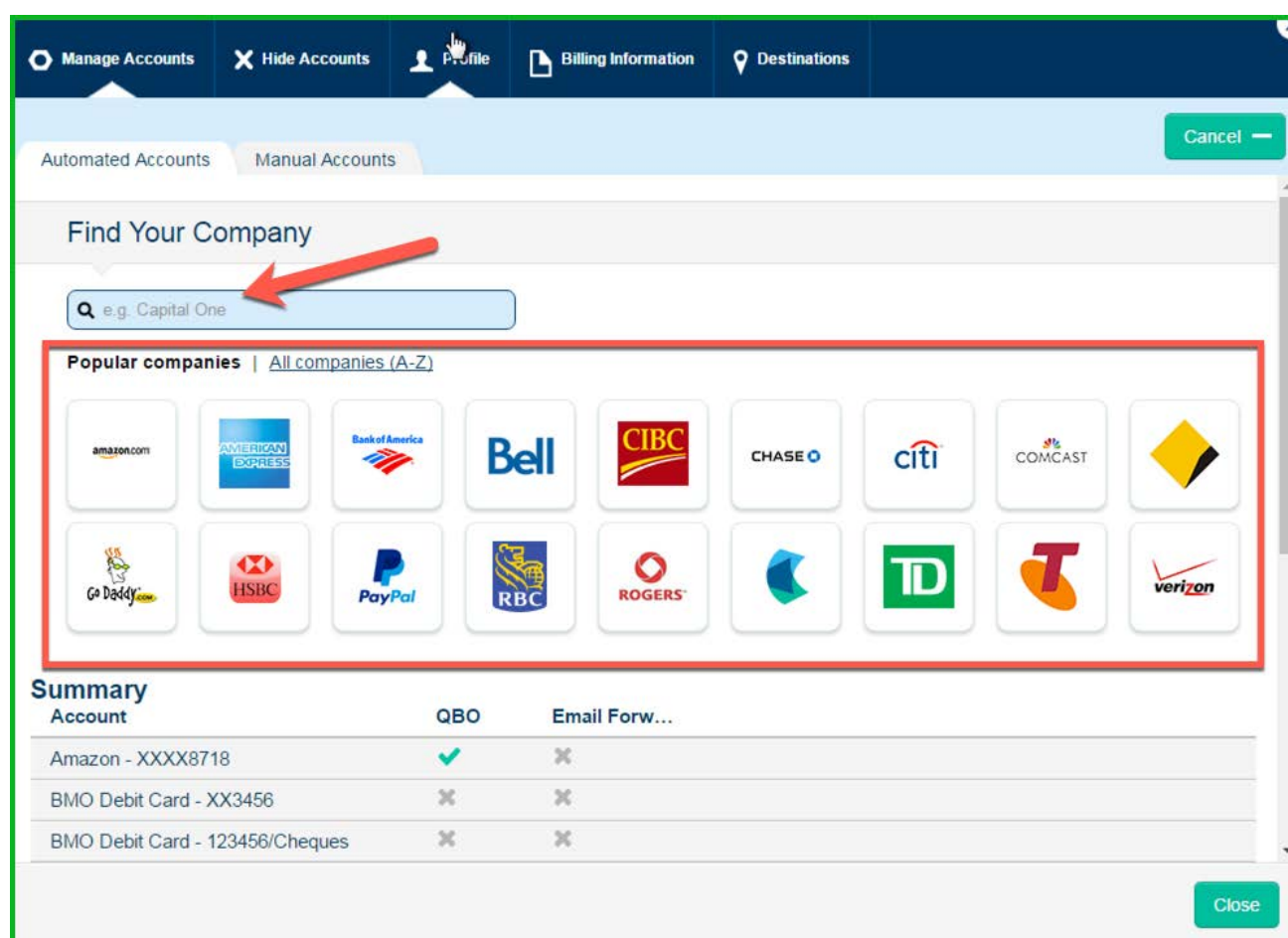


The screenshot shows the 'QuickBooks Sign In' page for creating a Hubdoc account. The page has a light blue background. At the top, it says 'QuickBooks Sign In' and 'Please create a Hubdoc account first.' Below this are input fields for 'First Name' (Matthew), 'Last Name' (Peterson), and 'Email' (matthew.peterson@realwor). The email field has a red error message: 'That email address is already in use. Click [here](#) if you forgot your password.' Below the email field are radio buttons for 'I work for a bookkeeping or accounting firm' with 'Yes' and 'No' options. The 'No' option is selected. There is a checkbox for 'I agree to the Hubdoc Terms & Conditions'. At the bottom is a green 'Create account' button. Below the button is a link for 'Privacy Policy'. At the very bottom are logos for 'TRUSTe Certified Privacy' and 'McAfee SECURE'.

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



- 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**.

The screenshot shows the 'Manage Accounts' interface with a dark blue header containing navigation links: 'Manage Accounts', 'Hide Accounts', 'Profile', 'Billing Information', and 'Destinations'. Below the header, there are tabs for 'Automated Accounts' and 'Manual Accounts'. A 'Cancel' button is in the top right. The main section is titled 'Enter your credentials' and is for an 'Amazon' account. It contains two input fields: 'Email Address' (with a red arrow pointing to it) and 'Password' (with a red arrow pointing to it). Below the email field is a link: 'Don't have login credentials? [Click here to create.](#)'. At the bottom left is a green 'Add Account +' button. On the right, a yellow box contains security information: 'Your credentials are safe on Hubdoc.com' with a lock icon, followed by text about bank-level encryption and a link to the security policy. At the bottom of this box are logos for 'TRUSTe Certified Privacy' and 'McAfee SECURE'.

7. Hubdoc adds the supplier.

The screenshot shows the 'Manage Accounts' interface after the account has been added. The 'Automated Accounts' tab is selected, and a list shows 'Rogers - Matthew@rogers.com' with a green checkmark and a grey 'x' icon. Below this, the 'Amazon' account is displayed with its logo, the URL 'www.amazon.com', and the date 'Date added: Nov 18, 2016'. A yellow box at the bottom contains the text 'Logging in to your Amazon account.' and a green progress bar.

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**.

Amazon Doc

[Notes](#)
[PDF](#)
[Download](#)
[Delete](#)

Add tag

Final Details for Order #701-1421991-2269846

Print this page for your records.

Order Placed: January 10, 2016

Amazon.ca order number: 701-1421991-2269846

Order Total: CDN\$ 39.55

Shipped on January 11, 2016

Items Ordered

1 of: Bodum Insulated Stainless-Steel Travel French Press Coffee and Tea Mug, 0.45-Liter, 15-Ounce, Black

CDN\$ 35.00

Sold by: Amazon.com.ca, Inc.

Condition: New

Shipping Address:

Item(s) Subtotal: CDN\$ 35.00

Shipping & Handling: CDN\$ 0.00

Total before tax: CDN\$ 35.00

Estimated GST/HST: CDN\$ 4.55

Estimated PST/RST/QST: CDN\$ 0.00

Total for this Shipment: CDN\$ 39.55

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Visa

Item(s) Subtotal: CDN\$ 35.00

Shipping & Handling: CDN\$ 0.00

Total before tax: CDN\$ 35.00

Estimated GST/HST: CDN\$ 4.55

Estimated PST/RST/QST: CDN\$ 0.00

Grand Total: CDN\$ 39.55

Billing Address:

Credit Card transactions

January 11, 2016: CDN\$ 39.55

To view the status of your order, return to [Order Summary](#)

Please note: This is not a VAT invoice.

[Conditions of use](#) | [Privacy Notice](#)

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prev

next

DESTINATIONS

Publish All

qb

QBO

State: Not Configured

Autosync

Save configuration

* Publish As:

Bill

* Account:

Choose

* Vendor:

Choose

Description:

Customer:

Choose

Billable:

Choose

Term:

Choose

Publish

Configure

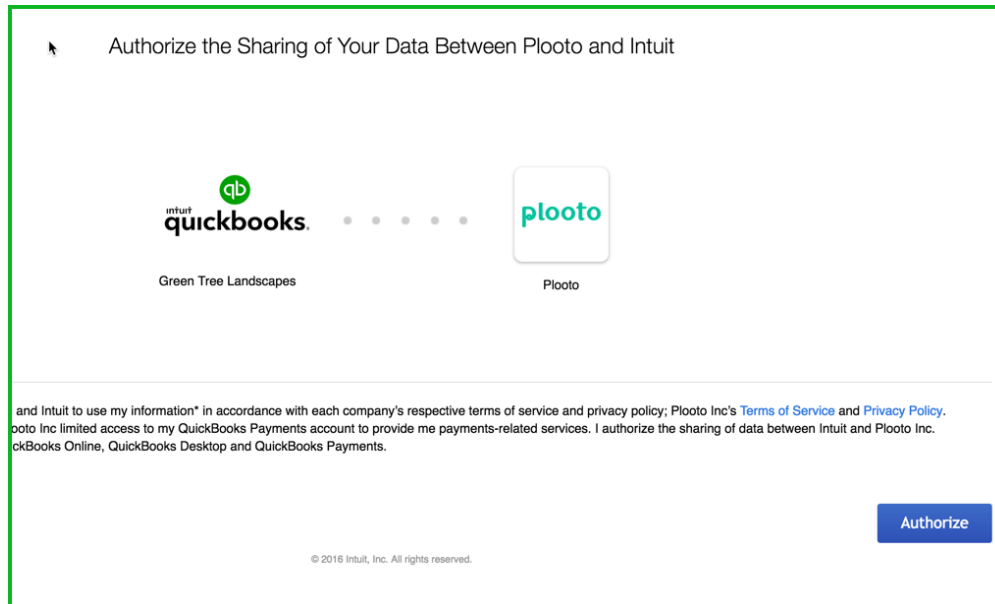
127

Plotoo – Plotoo.co

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

To setup Plotoo:

1. Go to the App Centre and click Get App Now.
2. Click **Authorize**.



3. Plotoo synchronizes your bills from QuickBooks automatically.
4. Select the bills to Pay and QuickBooks will receive updated information for Plotoo to automate the Bill Payments.

plotoo

Century House Matthew Peterson

Dashboard Request Send Contacts Bank Switch Company

Additional Verification Required

Amount

Message (Optional)

Send

Outstanding Bills (2) Outstanding Invoices (12) Sync with QuickBooks

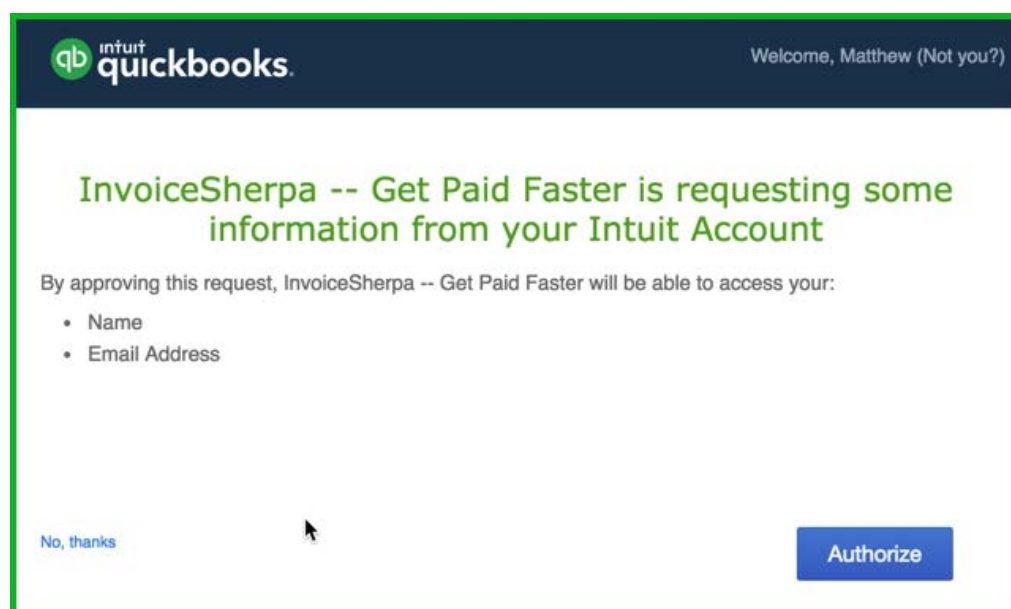
Vendor	Ref No	Due Date	Bill Amount
Rogers		22 May 2016	\$ 133.28 CAD
Amazon		27 Feb 2016	\$ 11.99 CAD

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**.

InvoiceSherpa

Need help with the Dashboard?

QuickBooks

Sync Now

Green Tree Landscapes

Home

Invoice Reminders

Merchant Services

Accounts Payable

Recurring Payments

Customers

Customer Portal

Late Fees

Payment Plans

Now offering Credit Card and ACH/eCheck payments directly from InvoiceSherpa, low rates, no more third party gateways required!

Get Started

System Paused

Activate

Invoice Reminder Activity

Home

Average days past due: 23 Days Total Outstanding: \$7,108

\$2,854
4 Invoices
Current Invoices

\$2,446
6 Invoices
0 - 30 days

\$1,808
2 Invoices
31 - 60 days

\$0
0 Invoices
61 - 90 days

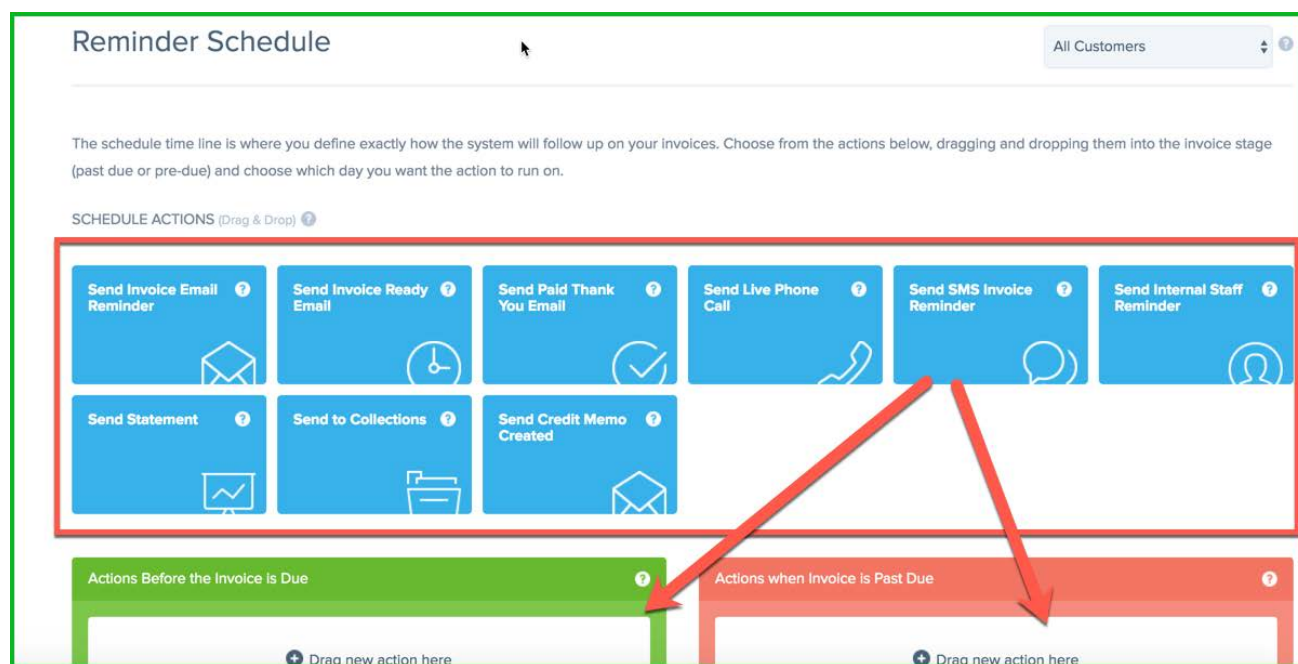
\$0
0 Invoices
+90 days

Open Invoices (12)

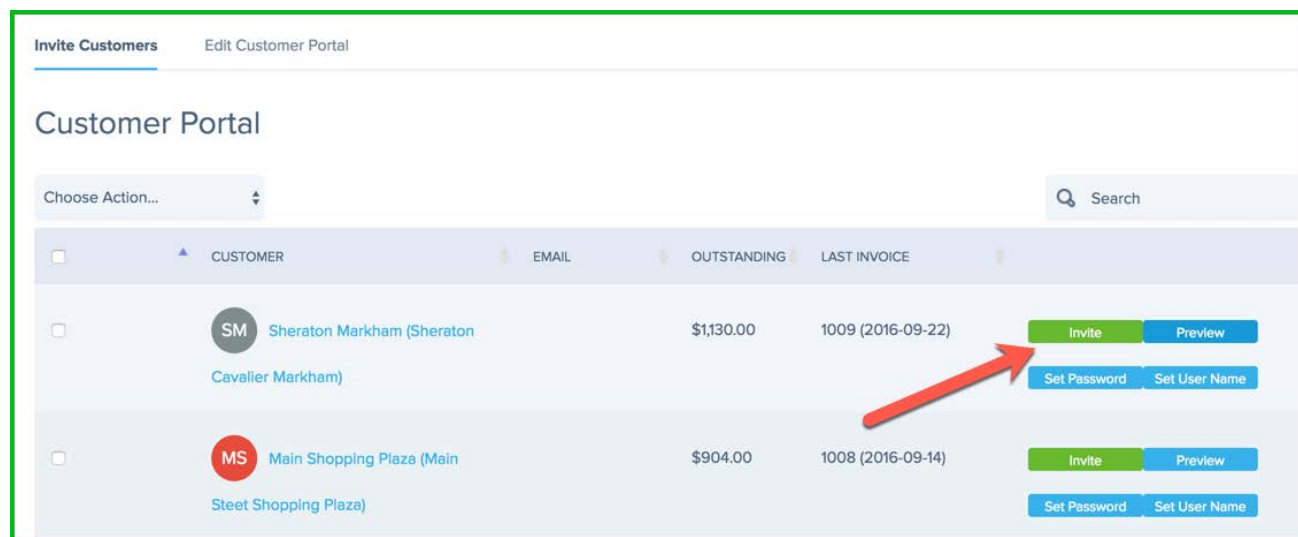
Search Invoices

https://app.invoicesherpa.com/backend/single_page_app?userid=6438805001469952#

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

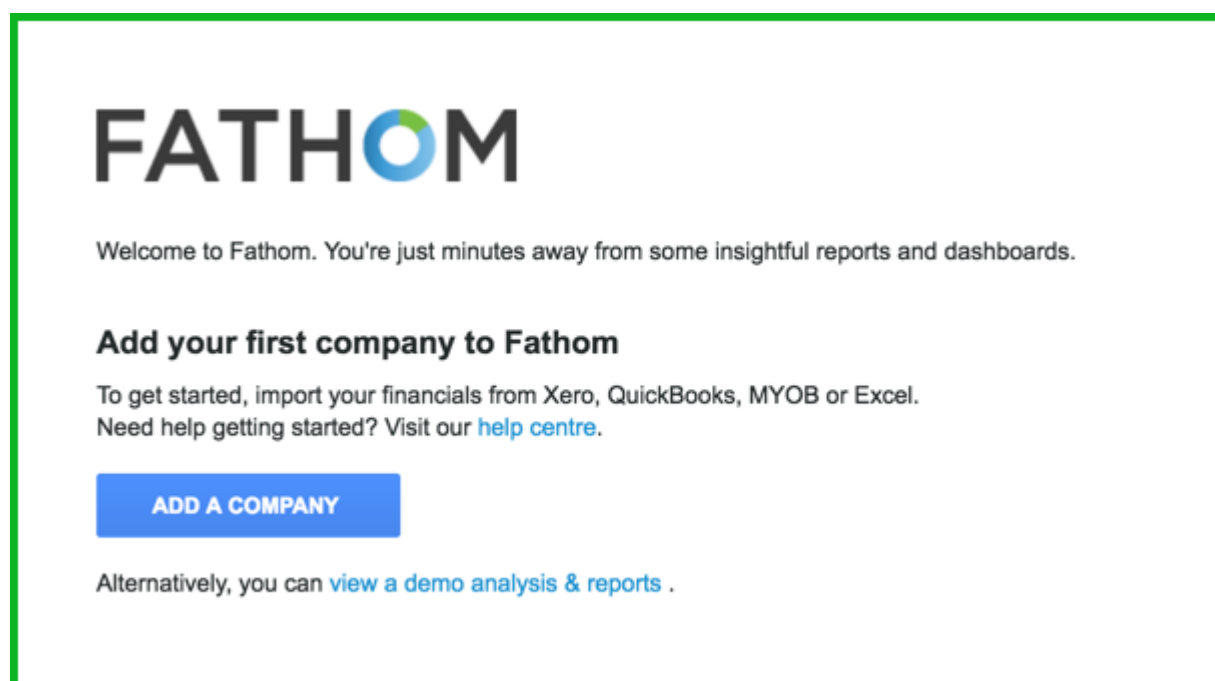


Report Automation

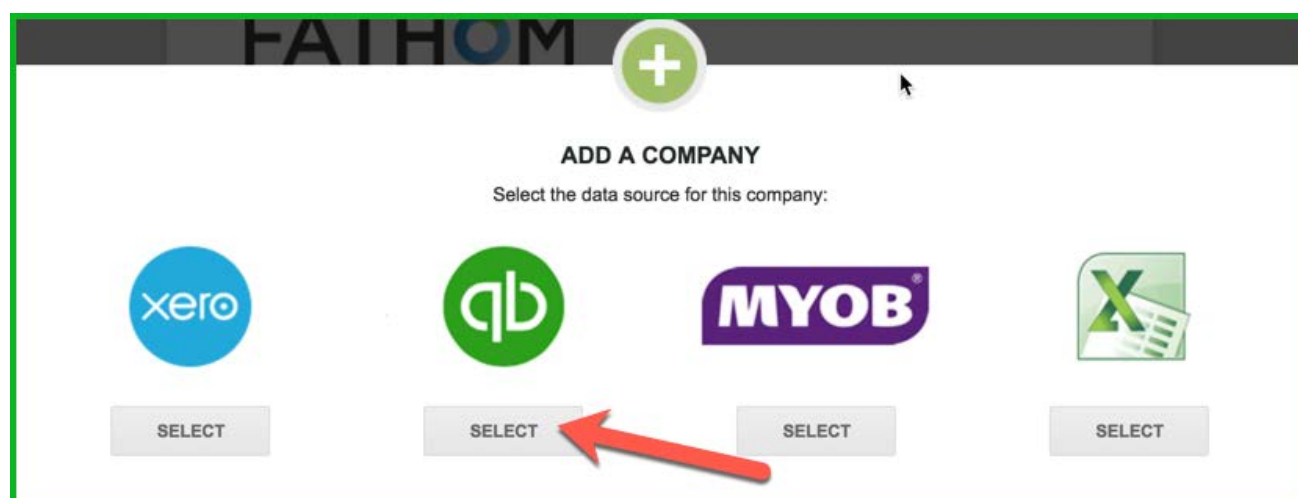
Fathom Reporting – Fathomhq.com

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:

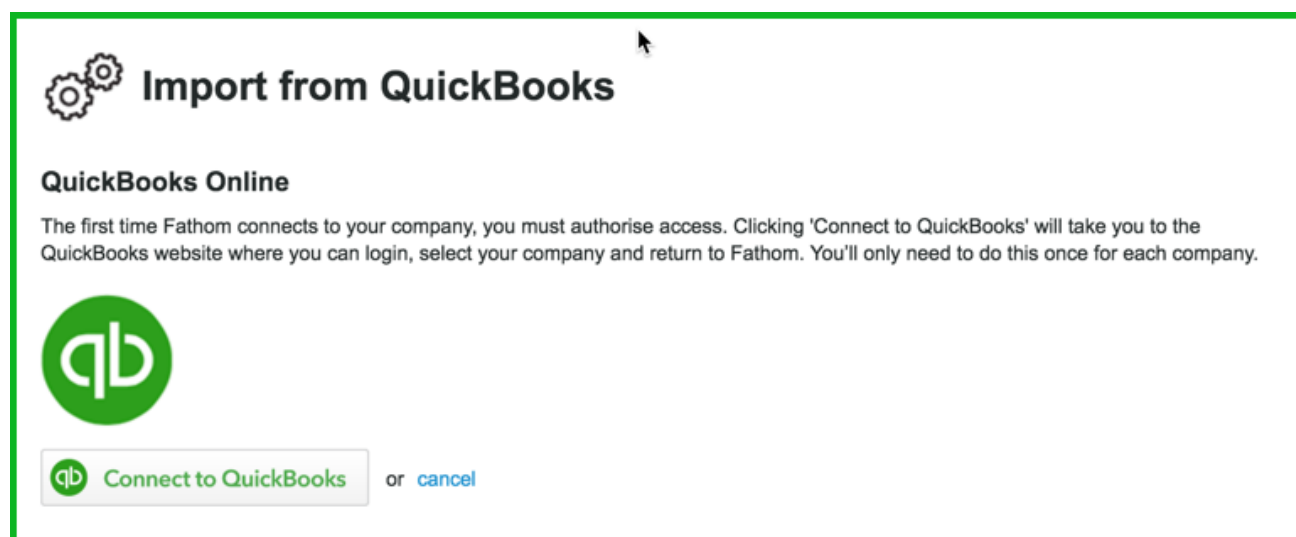
1. Go to the App centre and find Fathom → click **Get App Now**.
2. Click **Add a Company**



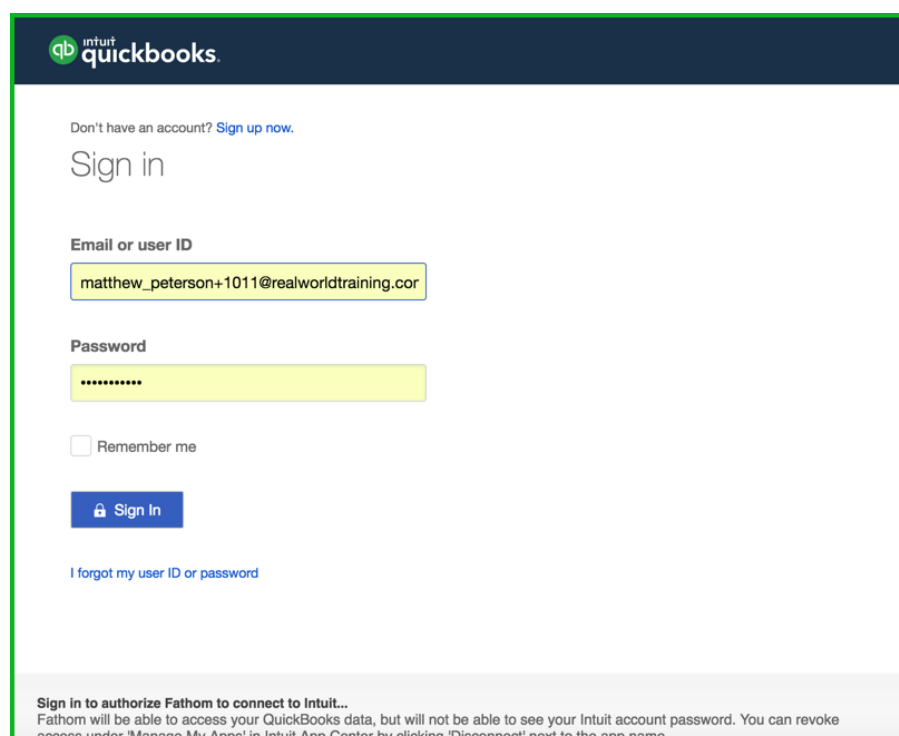
3. Click **Select** to choose QBO as the data source.



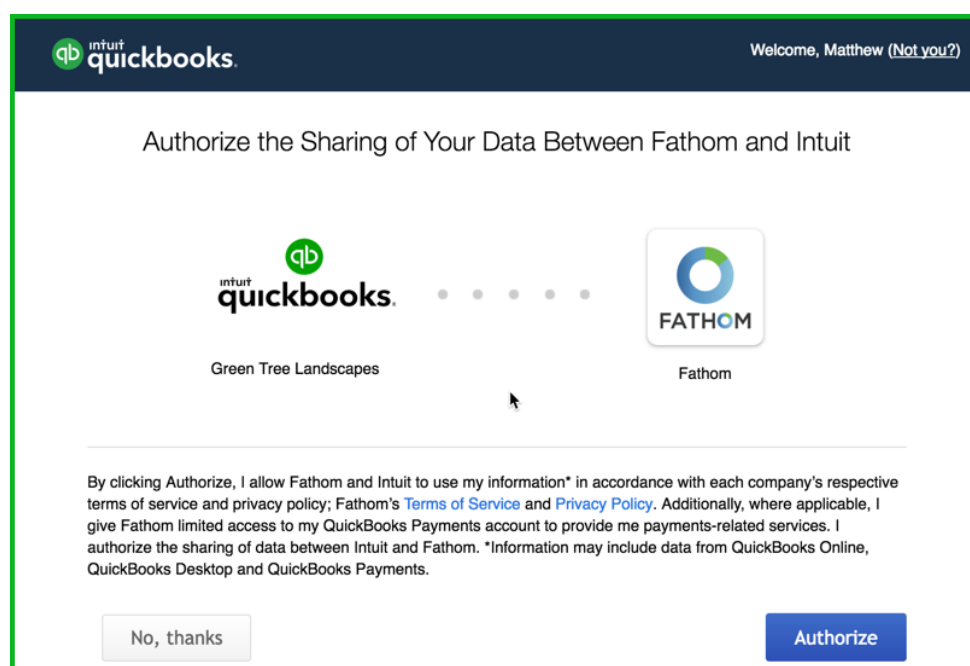
4. Click **Connect to QuickBooks**



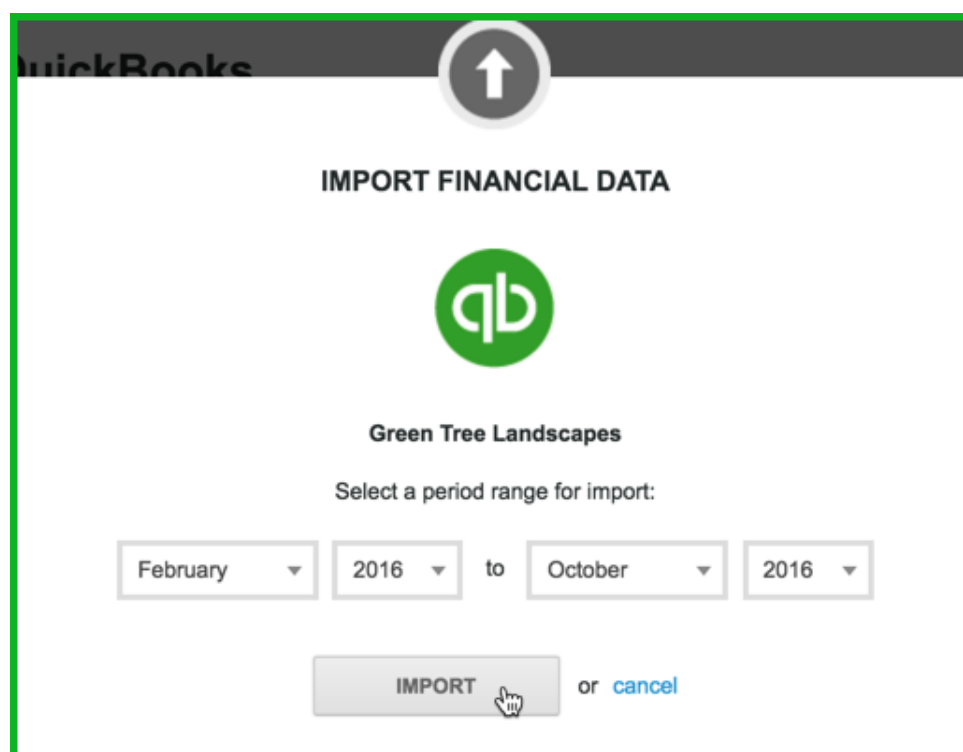
5. Sign-in to QuickBooks.



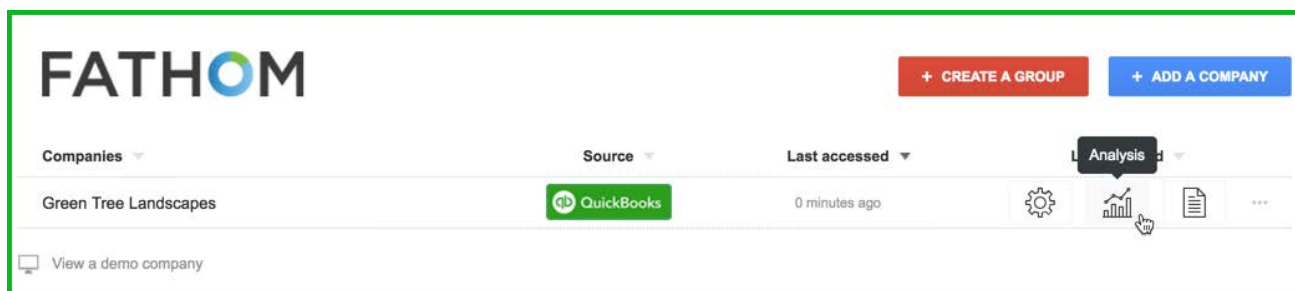
6. Click **Authorize**.



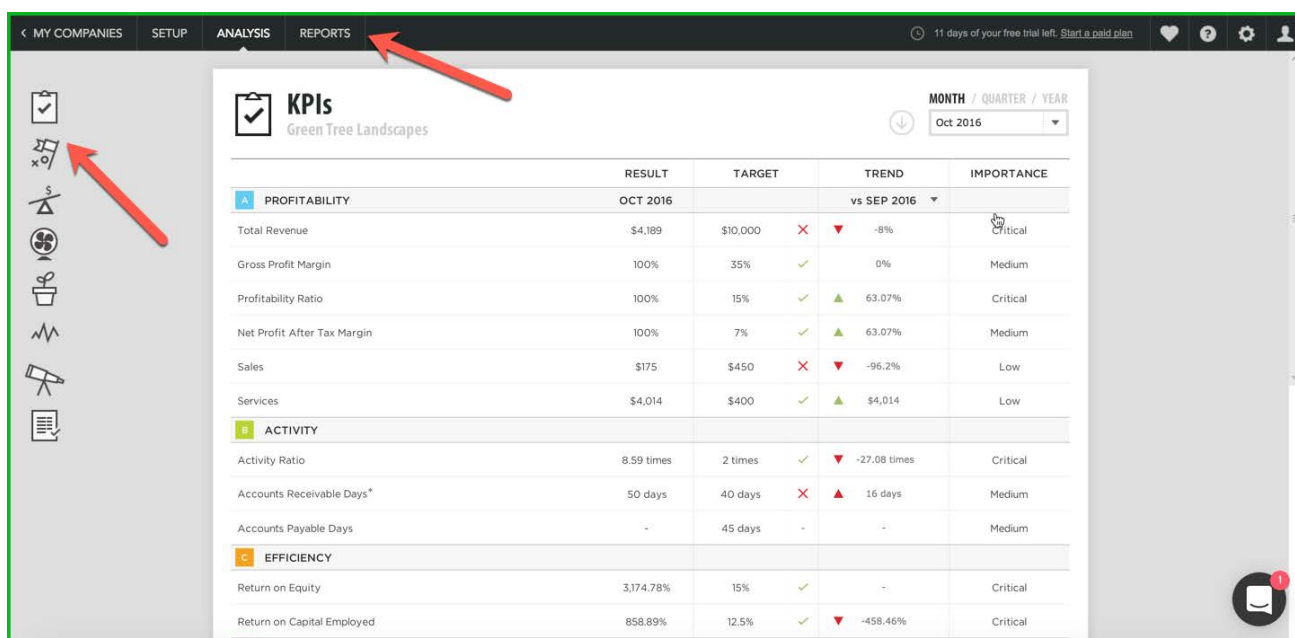
7. Choose the date range for the data import.



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®ion=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/UCM3hMaFsFdMIPznK_Qg4nIQ/featured

Contact Us

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

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