

QuickBooks Online Accountant Collaborating with Clients



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QuickBooks Author and Trainer

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Agenda

QuickBooks Online Client Versions

QuickBooks Online Accountant Overview

QuickBooks Online Accountant Navigation

Working in Your Clients' Books

Accountant Reports and Templates

No Time Today

- **Comparing** QuickBooks Online to QuickBooks Desktop
- **Converting** other data to QuickBooks Online
- **If** QuickBooks Online is the right solution for a particular industry

Learning Objectives

- Identify the differences in the QuickBooks Online versions your clients are subscribed to
- Evaluate the benefits of QuickBooks Online Accountant
- Recognize how to efficiently navigate QuickBooks Online Accountant

Learning Objectives

- Identify the basics of working in your clients' QuickBooks Online books
- List the steps to accessing Accountant Reports and Report Templates

QuickBooks Online Client Versions

QuickBooks Online Accountant - Collaborating With Clients



QuickBooks Online Self-Employed

1 user

Separate business and
personal expenses

Calculate quarterly estimated
taxes automatically

Track income and expenses

NEW: Create and send
Invoices



QuickBooks Online Simple Start

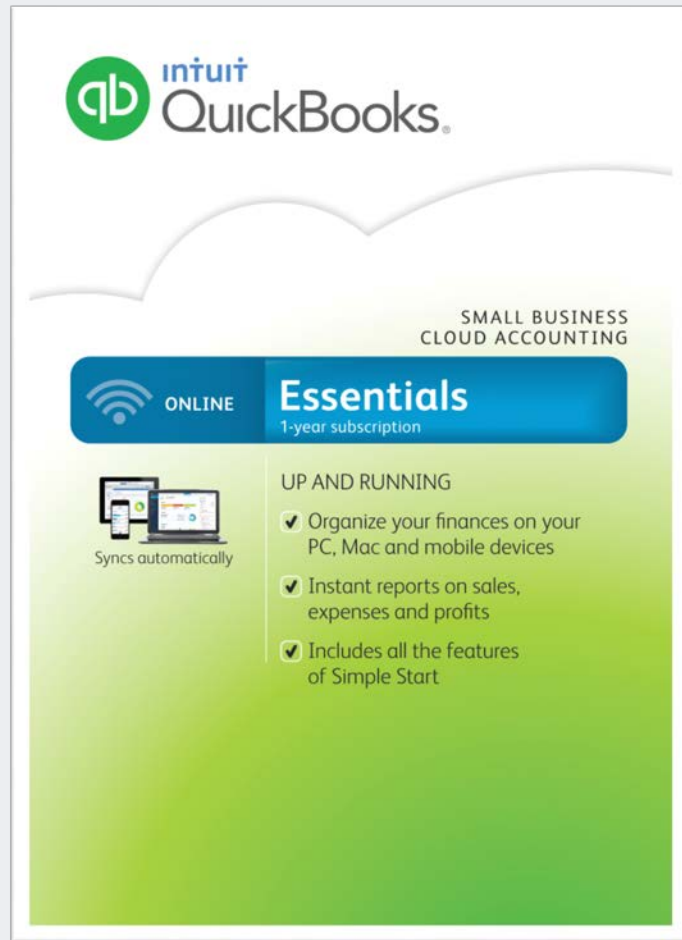
1 User + 2 Accountant Users

Track income and expenses

Create estimates and invoices

Sync bank accounts

Add payroll and apps



The image shows a product card for QuickBooks Online Essentials. At the top left is the Intuit QuickBooks logo. Below it, the text 'SMALL BUSINESS CLOUD ACCOUNTING' is displayed. A blue banner contains the word 'ONLINE' with a Wi-Fi icon and 'Essentials' with '1-year subscription' underneath. To the left of the features list is an icon of a laptop, tablet, and smartphone with the text 'Syncs automatically'. The features list is titled 'UP AND RUNNING' and contains three items, each with a checkmark.

intuit QuickBooks.

SMALL BUSINESS
CLOUD ACCOUNTING

ONLINE **Essentials**
1-year subscription

Syncs automatically

UP AND RUNNING

- ✓ Organize your finances on your PC, Mac and mobile devices
- ✓ Instant reports on sales, expenses and profits
- ✓ Includes all the features of Simple Start

QuickBooks Online Essentials

3 Users + 2 Accountant Users

All of the features of Simple Start

Manage and pay bills by vendors

Instant sales and profit reports

Setup invoice for recurring billing

Control user permissions



The image shows a product card for QuickBooks Plus. At the top left is the Intuit QuickBooks logo. Below it, the text 'SMALL BUSINESS CLOUD ACCOUNTING' is displayed. A central banner features a Wi-Fi icon, the word 'ONLINE', and 'Plus' in a large font, with '1-year subscription' underneath. To the left of the main text is an icon of a laptop, tablet, and smartphone with the text 'Syncs automatically'. To the right, under the heading 'ESTABLISHED AND EXPANDING', there is a list of features with checkmarks: 'Business planning tools for your PC, Mac and mobile devices', 'Prepare and print 1099s', 'Inventory management', and 'Includes all the features of Essentials'.

QuickBooks Online Plus

5 Users (up to 25) + 2 Accountant Users

All of the features of Simple Start and Essentials

Track inventory

Prepare and print 1099's

Create budgets

And so much more...

QuickBooks Online Accountant - Overview

QuickBooks Online Accountant - Collaborating With Clients

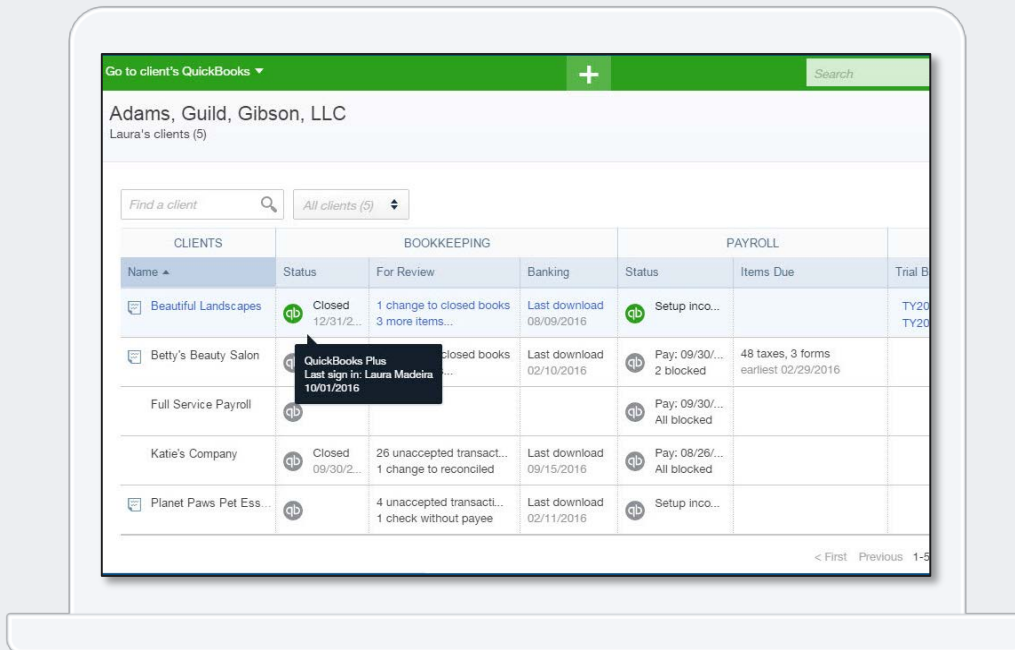
Overview

What QuickBooks Online Accountant **IS**:

- Dashboard access to your clients' QuickBooks Online files
- Dashboard access to a FREE subscription of QuickBooks Online Plus with Full Service Payroll for your Firm's books
- Access to QuickBooks Online training and certification resources
- Access to accountant specific tools and reports

What QuickBooks Online Accountant is **NOT**:

- A separate accounting program
- Another version of QuickBooks Online

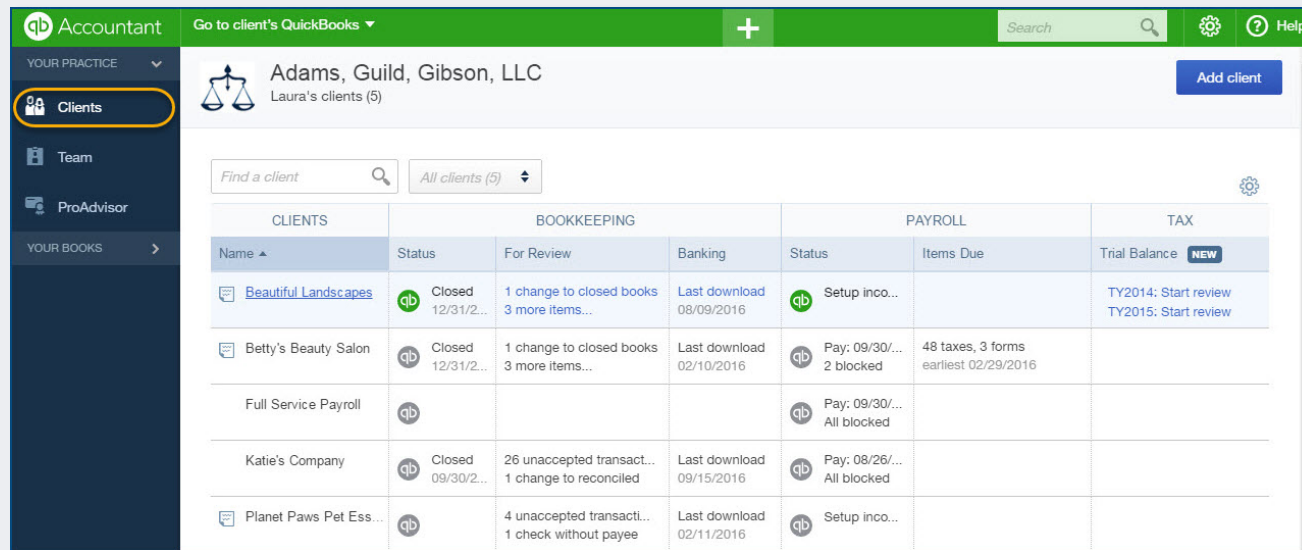


FREE

QuickBooks Online Accountant

<https://quickbooks.intuit.com/accountants/quickbooks-accountant>

QuickBooks Online Accountant



CLIENTS	BOOKKEEPING			PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Trial Balance NEW
Beautiful Landscapes	qb Closed 12/31/2...	1 change to closed books 3 more items...	Last download 08/09/2016	qb Setup inco...		TY2014: Start review TY2015: Start review
Betty's Beauty Salon	qb Closed 12/31/2...	1 change to closed books 3 more items...	Last download 02/10/2016	qb Pay: 09/30/... 2 blocked	48 taxes, 3 forms earliest 02/29/2016	
Full Service Payroll	qb			qb Pay: 09/30/... All blocked		
Katie's Company	qb Closed 09/30/2...	26 unaccepted transact... 1 change to reconciled	Last download 09/15/2016	qb Pay: 08/26/... All blocked		
Planet Paws Pet Ess...	qb	4 unaccepted transacti... 1 check without payee	Last download 02/11/2016	qb Setup inco...		

Primarily a client dashboard

- Access to clients' QuickBooks Online books
- Listing of accounting type tasks that need attention
- Other accountant tools and resources



Collaborate anytime, anywhere with your clients



Grow your practice – Find A ProAdvisor public profile after achieving one certification



Offer software discounts to your clients

Sign Up Create User ID



Firm vs. Individual ID –
Consider setting up a Firm User ID, i.e. QBOA@firmname.com

Must be a valid email address

Email or phone (mobile or landline) are used for verification

intuit quickbooks. Call Sales: (888) 666-7917 M-F 5am-5pm PT

You are signing up in The United States. [Change](#)

Sign Up for QuickBooks Online Accountant

Already have an Intuit account? [Sign In](#)

Email Address (User ID)
 ✓

First Name
 ✓


Last Name
 ✓

Phone
 ✓
Standard cell, messaging or data rates may apply.

QuickBooks Online Accountant

- No credit card needed
- Quick and easy setup
- Live expert help

Sign Up Assign Firm Name



Call Sales: (888) 666-7917
M-F 5am-5pm PT

Please enter your firm's info




Your free account is almost ready.

Accounting firm name

Firm ZIP code


Finish

QuickBooks Online Accountant

-  No credit card needed
-  Quick and easy setup
-  Live expert help

List your Accounting Firm Name

Displays at the top of the QuickBooks Online Accountant dashboard

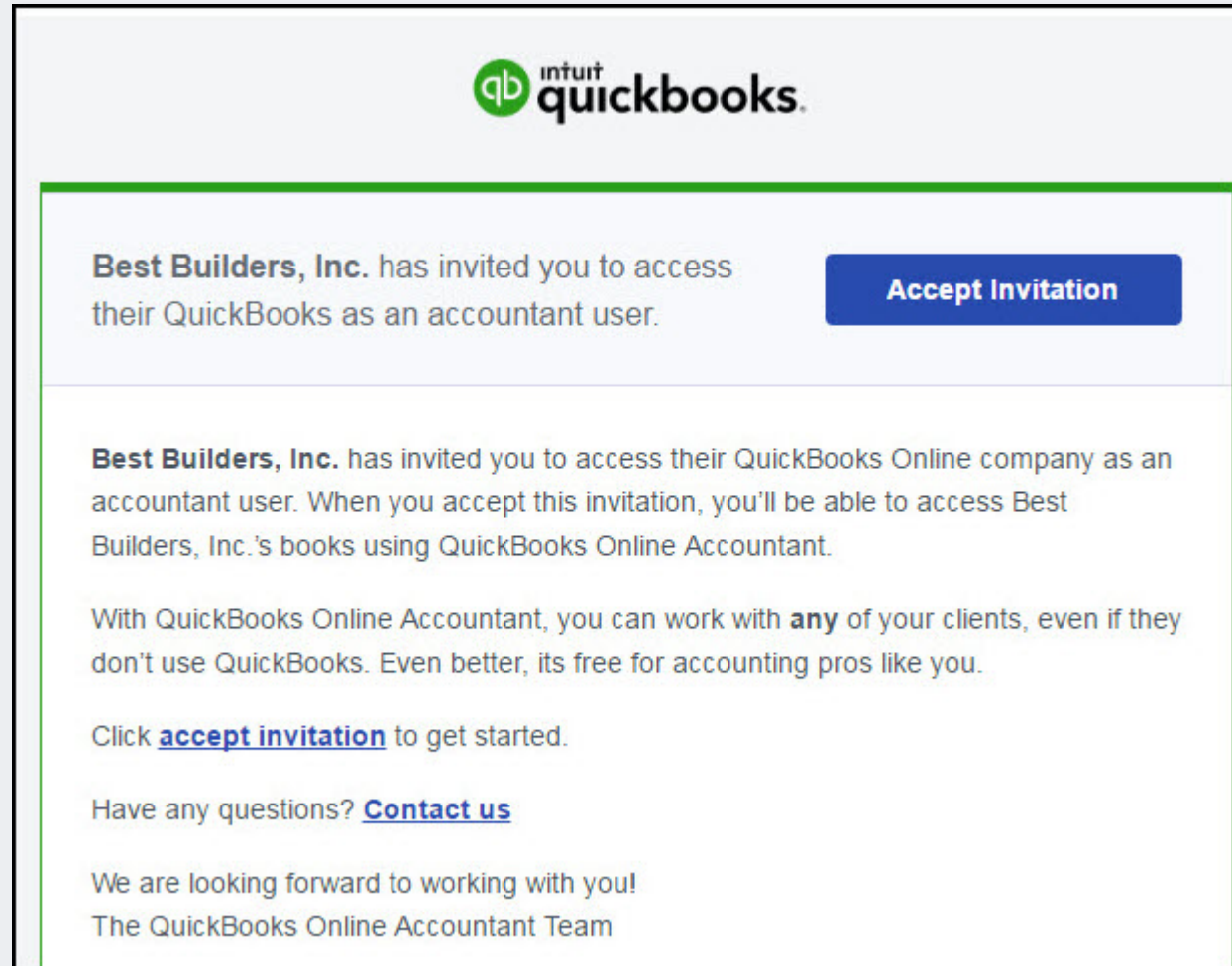


YOUR PRACTICE ▼

Your Trusted Advisory Services, Inc.
Laura's clients (5)

Clients

Add Clients to your QuickBooks Online Accountant



The screenshot shows an email invitation from Intuit QuickBooks. At the top is the Intuit QuickBooks logo. Below it, the text reads: "Best Builders, Inc. has invited you to access their QuickBooks as an accountant user." To the right of this text is a blue button labeled "Accept Invitation". A horizontal line separates this from the main body of the email, which says: "Best Builders, Inc. has invited you to access their QuickBooks Online company as an accountant user. When you accept this invitation, you'll be able to access Best Builders, Inc.'s books using QuickBooks Online Accountant." Below this, it explains: "With QuickBooks Online Accountant, you can work with **any** of your clients, even if they don't use QuickBooks. Even better, its free for accounting pros like you." It then says: "Click [accept invitation](#) to get started." At the bottom, it asks: "Have any questions? [Contact us](#)" and ends with: "We are looking forward to working with you! The QuickBooks Online Accountant Team".

Method 1: Current QuickBooks Online User invites you to be an Accountant User – Gear Icon > Manage Users > Accounting Firms

Method 2: You sign up a client for a QuickBooks Online subscription through your QuickBooks Online Accountant dashboard

Direct or Wholesale Billing to Client

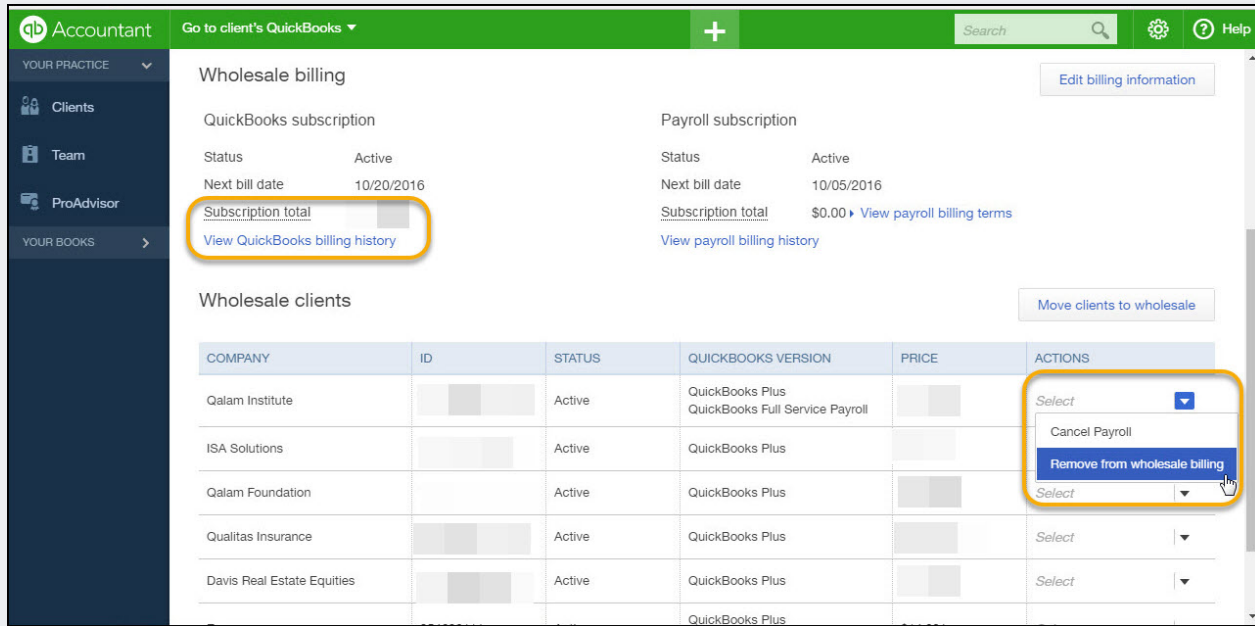


If sign up your client for QuickBooks Online then:

Have Intuit bill your client directly for QuickBooks Online

Or pay wholesale prices for QuickBooks Online and bill your client direct

Pay one consolidated bill for multiple client subscriptions



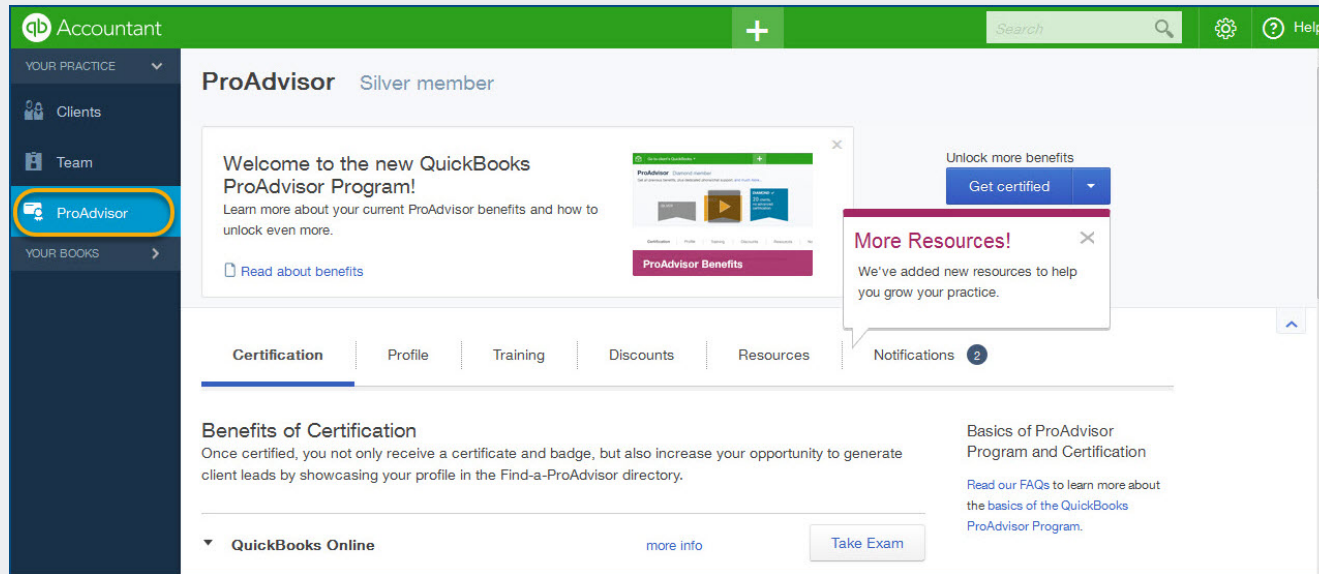
QuickBooks Online Accountant - Navigation

QuickBooks Online Accountant - Collaborating With Clients

ProAdvisor Account



When you subscribe to QuickBooks Online Accountant you are automatically enrolled in the QuickBooks ProAdvisor Program



qb Accountant

Go to client's QuickBooks

Certification Profile Training Discounts Resources Notifications 2

YOUR PRACTICE

Clients

Team

ProAdvisor

YOUR BOOKS

Get listed on the Find-a-ProAdvisor directory

Increase your exposure to small businesses and generate new leads and referrals.

Public OFF Preview Profile

About you

Change photo

Laura Madeira

ProAdvisor Profile

Manage your profile

Access training and certification resources

Earn certification and make your profile public

Find-a-ProAdvisor

qb intuit quickbooks

Narrow my results

Location: Dallas, TX

Search

314 certified accountants found within 30 miles of Dallas, TX

Sort by: Best match

LAURA MADEIRA ADVANCED

ACS INC - Top 10 ProAdvisors

Certifications: 4

Dallas, TX 75247

5.95 miles away

105 reviews

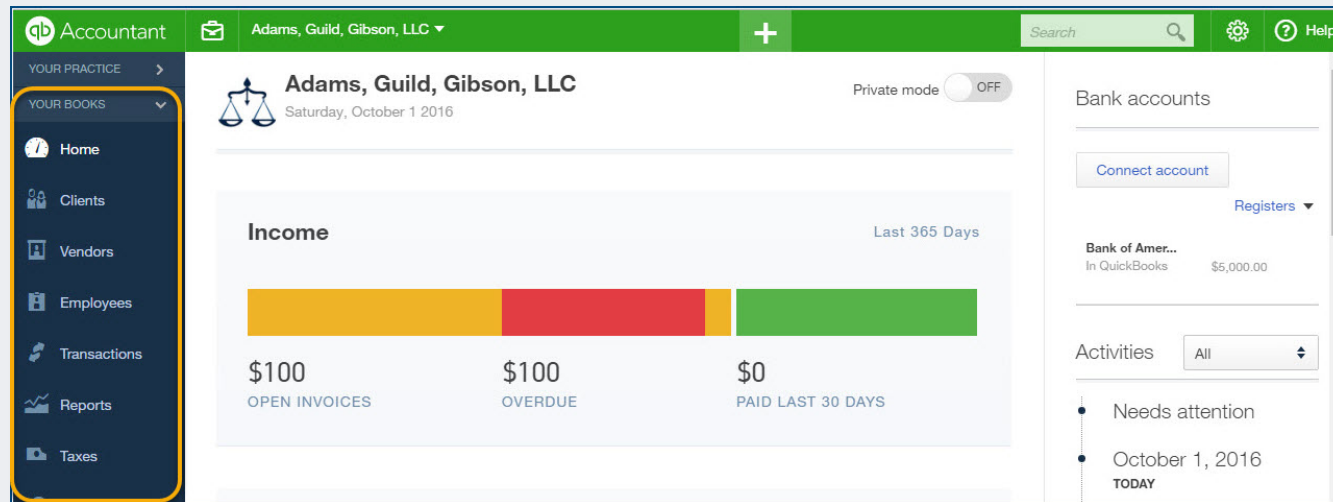
ProAdvisor Training

FREE QuickBooks Online training resources include:

- Determining which Online version is best for your client
- Transitioning to an Online practice
- Getting around the new user interface

Your Firm's Books

FREE QuickBooks Online Plus
Full Service Payroll subscription
For your own Firm's books



<http://payroll.intuit.com/payroll-services/fullservice-payroll/>

Team Members

Employees or contractors can be assigned as Team Members

Assign access privileges to your Firm's books

Assign access rights to specific client's books

The screenshot displays the 'Add user' interface in QuickBooks Online Accountant. It is divided into two main sections: 'Specify access to firm administration and books' and 'Specify client access'.

Specify access to firm administration and books: This section includes an 'Access:' dropdown menu set to 'Basic'. Below it, there are two columns: 'YOUR FIRM ADMINISTRATION' and 'ACCESS'. The 'ACCESS' column has a 'View only' dropdown. To the right, a callout box titled 'Access to firm administration and books' lists the permissions for the 'Full' access level:

- Full access to administrative functions for your firm
- Full access to your firm's books
- Administrator access to client QuickBooks

Specify client access: This section features a search bar labeled 'Find a client'. Below it is a table with columns for 'CLIENT' and a checkbox for access. All checkboxes are checked.

CLIENT	
Beautiful Landscapes	<input checked="" type="checkbox"/>
Betty's Beauty Salon	<input checked="" type="checkbox"/>
Client Company	<input checked="" type="checkbox"/>
csa client	<input checked="" type="checkbox"/>
Full Service Payroll	<input checked="" type="checkbox"/>

To the right of the table, a callout box titled 'Client access' states: 'Granting user access to a client gives them full (admin) permissions to that client's QuickBooks Online file.'

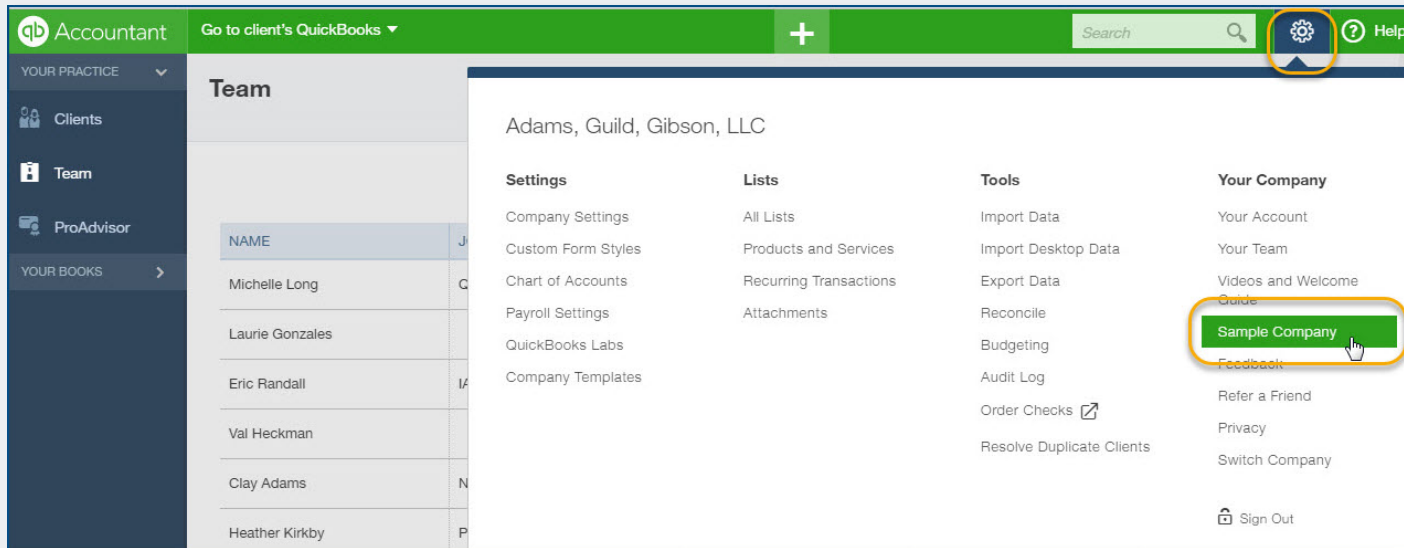
Access Sample Data

From within QuickBooks Online Accountant

Or access test drive from link below

Use for practice or training

<http://qbo.intuit.com/redir/testdrive>



Client Dashboard

CLIENTS		BOOKKEEPING		PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Trial Balance NEW
Beautiful Landscapes	qb Closed 12/31/2...	1 change to closed books 3 more items...	Last download 08/09/2016	qb Setup inco...		TY2014: Start review TY2015: Start review
Betty's Beauty Salon	qb Closed 12/31/2...	1 change to closed books 3 more items...	Last download 02/10/2016	qb Pay: 09/30/... 2 blocked	48 taxes, 3 forms earliest 02/29/2016	
Full Service Payroll	qb			qb Pay: 09/30/... All blocked		
Katie's Company	qb Closed 09/30/2...	26 unaccepted transact... 1 change to reconciled	Last download 09/15/2016	qb Pay: 08/26/... All blocked		
Planet Paws Pet Ess...	qb	4 unaccepted transacti... 1 check without payee	Last download 02/11/2016	qb Setup inco...		

Access to your client's QuickBooks Online books

Shows which Online version client is subscribed to

Shows status of tasks concerning bookkeeping, payroll and tax

And more.....



QuickBooks Online
Accountant
Navigation

Working In Your Clients' Books

QuickBooks Online Accountant - Collaborating With Clients

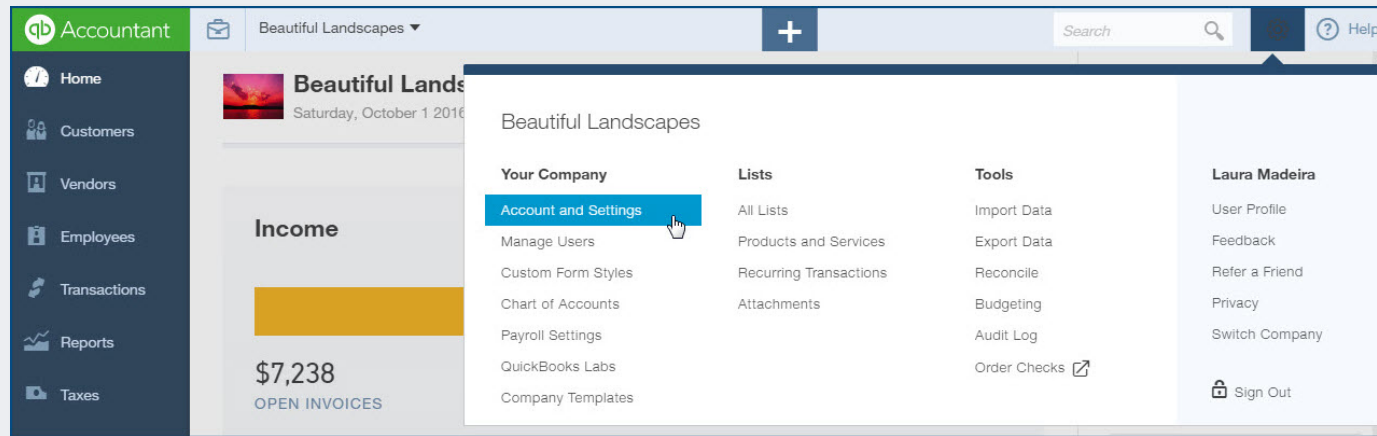
Review Account and Settings



Help client use QuickBooks Online efficiently

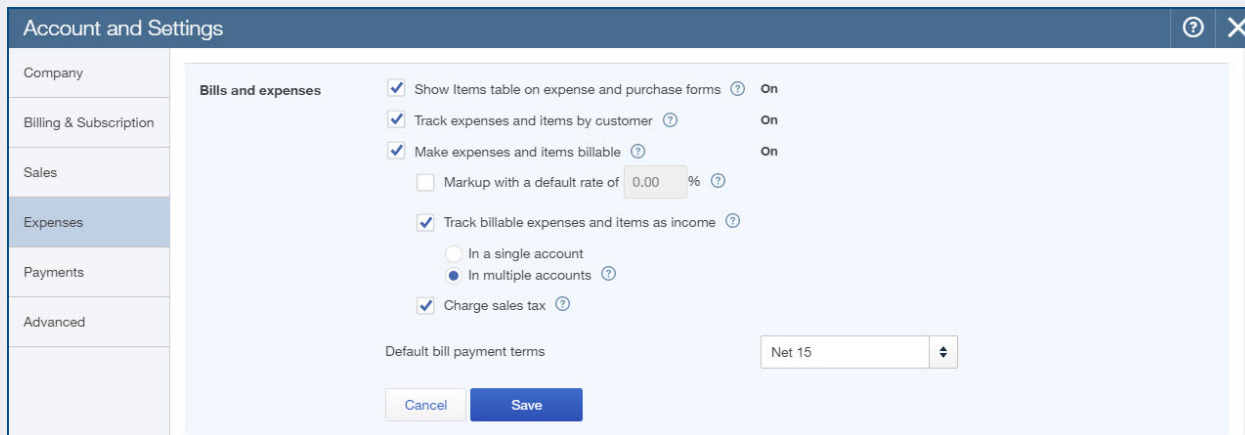
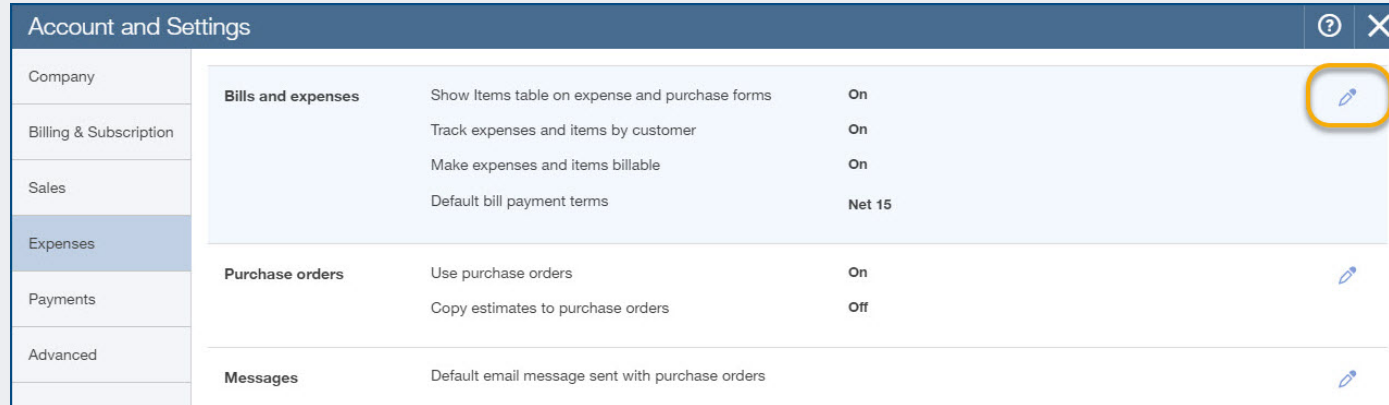
Invest the time, it will pay off for you and the client

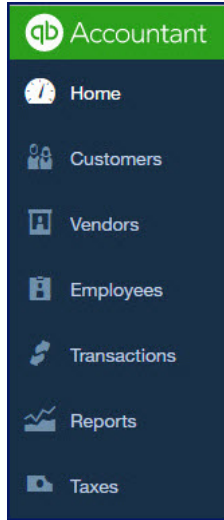
Example: Setting to enable or disable the use of the items table on expense transactions



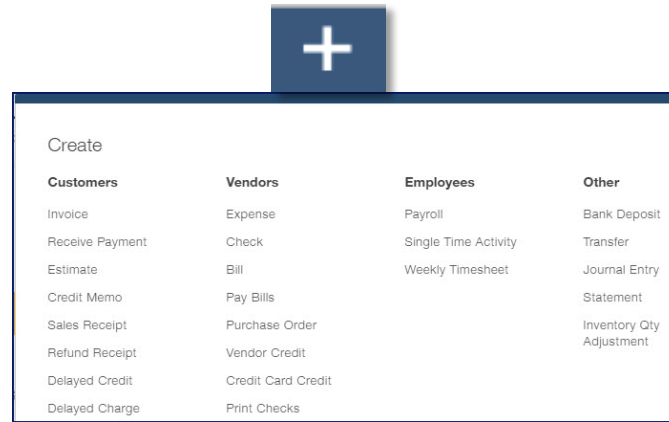
Review Settings

Expand each of the settings, making sure that QuickBooks Online features are enabled or disabled to meet the specific needs of the client

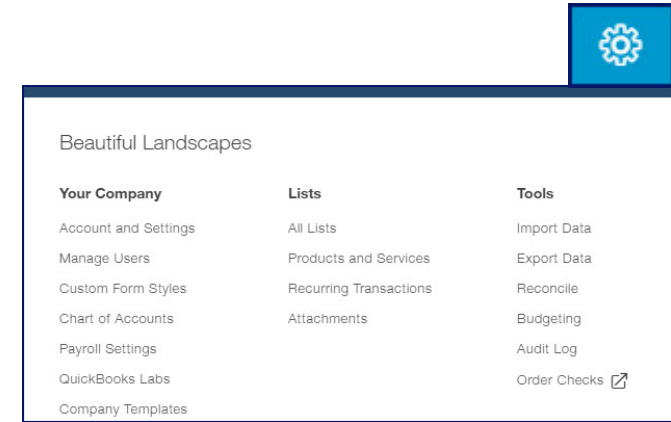




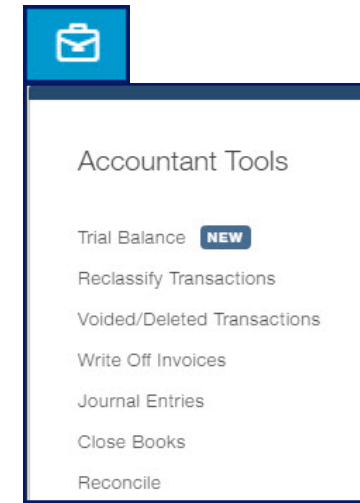
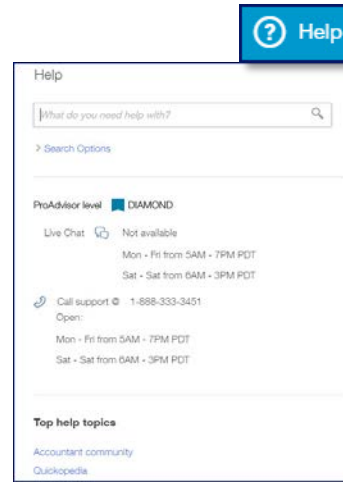
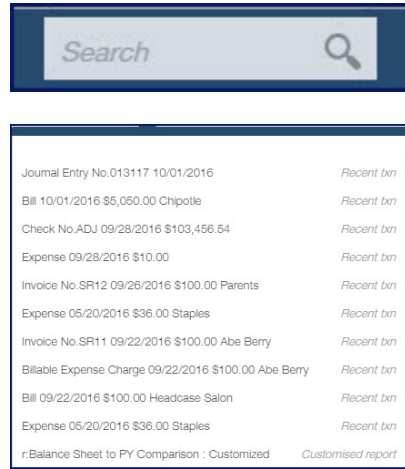
Left Navigation Bar when you are logged into the file from within your QuickBooks Online Accountant



Add common transactions from the Quick Create icon



Gear Icon (top right) accessing settings, lists and tasks

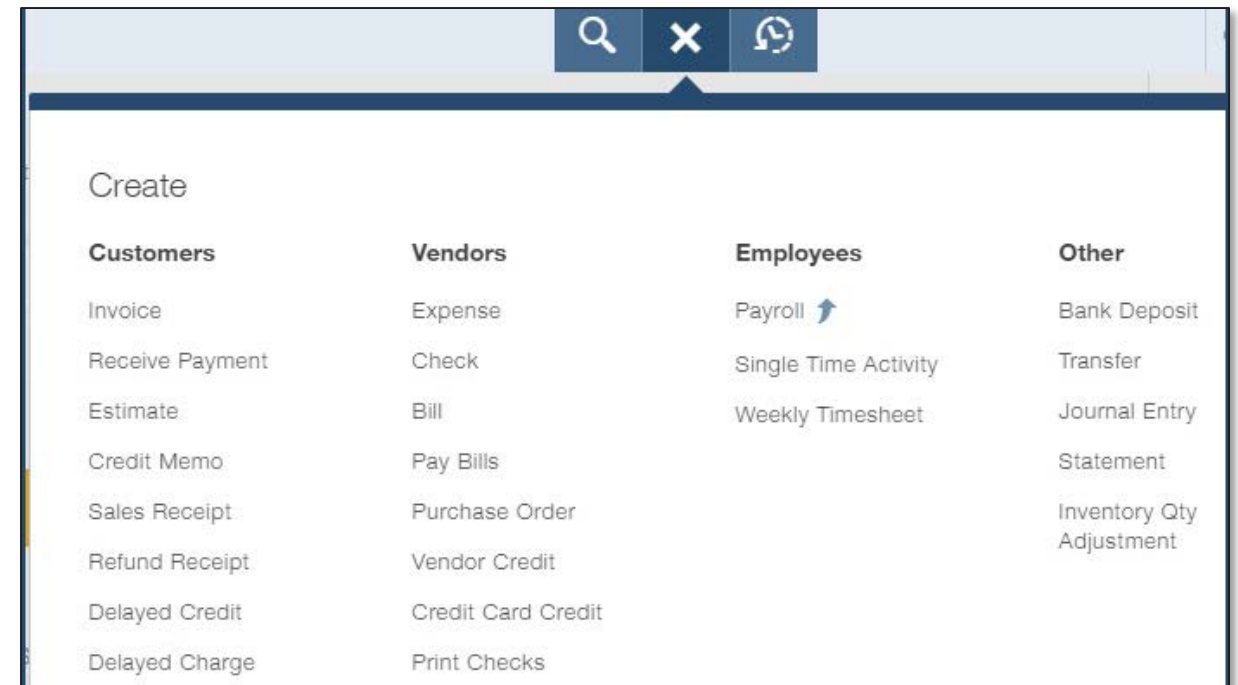


Search – click to display:
Recent transactions,
customized reports, standard
reports

Live chat, support phone
number, support hours
Access to Accountant
Community

Accountant ToolBox from the
briefcase icon
Tools only available when you
log into the client's books from
within QuickBooks Online
Accountant

What your client sees when working in QuickBooks Online



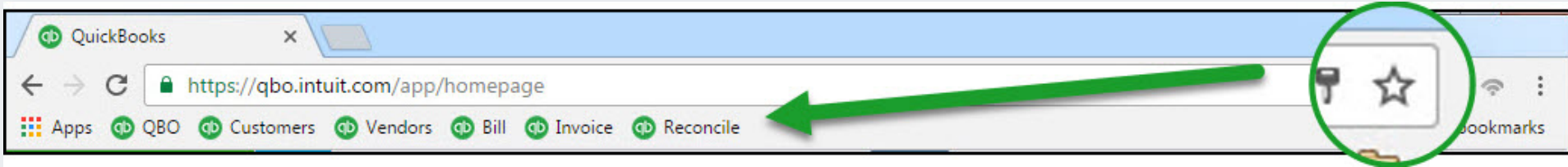


Work in multiple client books at the same time

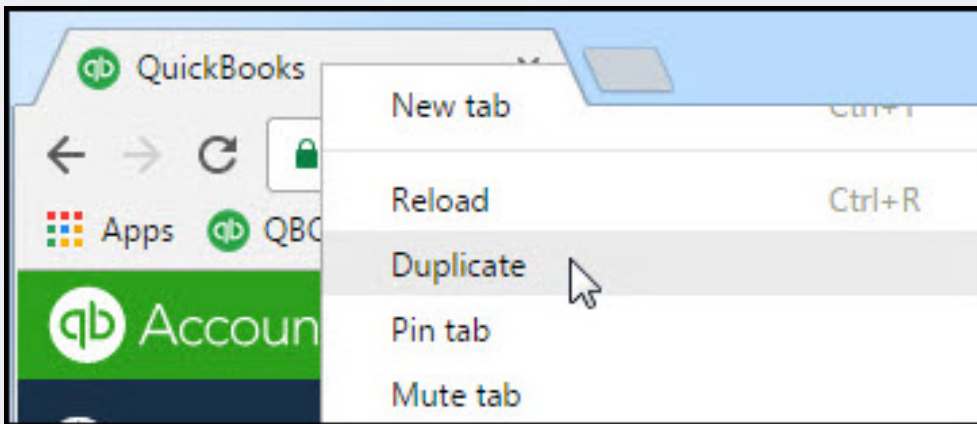
Use different browsers

Use multiple Chrome sign in's

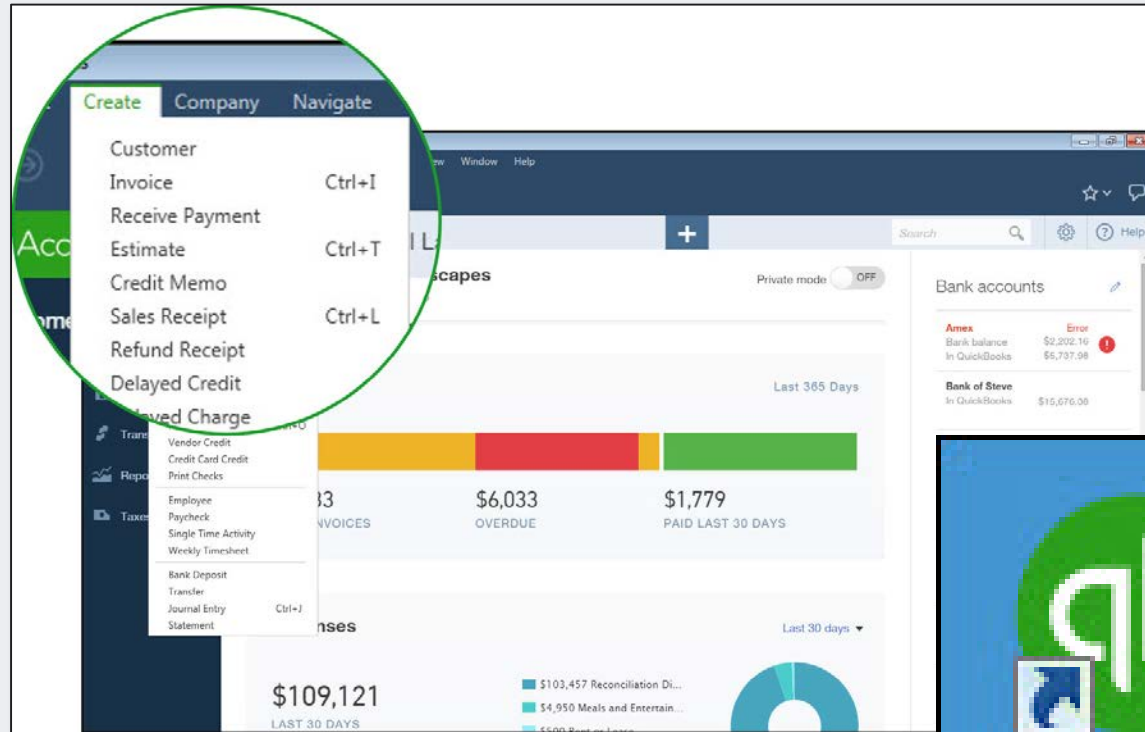




Chrome browser customization - Bookmark your forms, reports



Chrome browser duplication – right click on browser



QuickBooks Online Accountant App - Free

Keeps you logged in (no timeouts)

Keyboard shortcuts and top menus

Automatic refresh of data

Pages load faster

<https://quickbooks.intuit.com/accountants/resources/features-quickbooks-app/>

Money In Transactions

Invoices and Credit Memos

Sales Receipts

Delayed Charge

The screenshot displays two overlapping windows from the QuickBooks interface. The top window is titled "Invoice #SR13" and shows details for a client named "Abe Berry". It includes fields for billing and shipping addresses, terms (Net 30), invoice date (10/01/2016), and due date (10/31/2016). The invoice number is SR13, and the balance due is \$330.00. A table of invoice items is visible below, showing a service provided on 09/28/2016 for \$330.00. The bottom window is titled "Receive Payment" and shows the same client name. It includes fields for payment date (10/01/2016), payment method (Check), reference number (5896), and deposit to (Chase Checking). The amount received is \$805.00. Below these fields is a table of "Outstanding Transactions" with columns for description, due date, original amount, open balance, and payment.

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	09/28/2016	Hourly rate in the field	Services	3	110	330.00	✓	In the field consulting
2								

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Invoice # 1123 (05/20/2016)	06/19/2016	805.00	805.00	805.00
Invoice # 1127 (06/21/2016)	07/21/2016	200.00	200.00	

Money Out Transactions

Expense – Debit / Credit Card

Check – Can be printed

Bill – Accrues payable

Purchase Orders for Committed Costs

The screenshot shows a QuickBooks invoice form for 'Invoice #SR13'. The form includes fields for customer name (Abe Berry), email, and payment method (Bank transfer selected). It also contains sections for billing and shipping addresses, terms (Net 30), invoice and due dates, and a table of invoice items. The subtotal is \$330.00. At the bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and send'.

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	09/28/2016	Hourly rate in the field	Services	3	110	330.00	✓	In the field consulting
2								



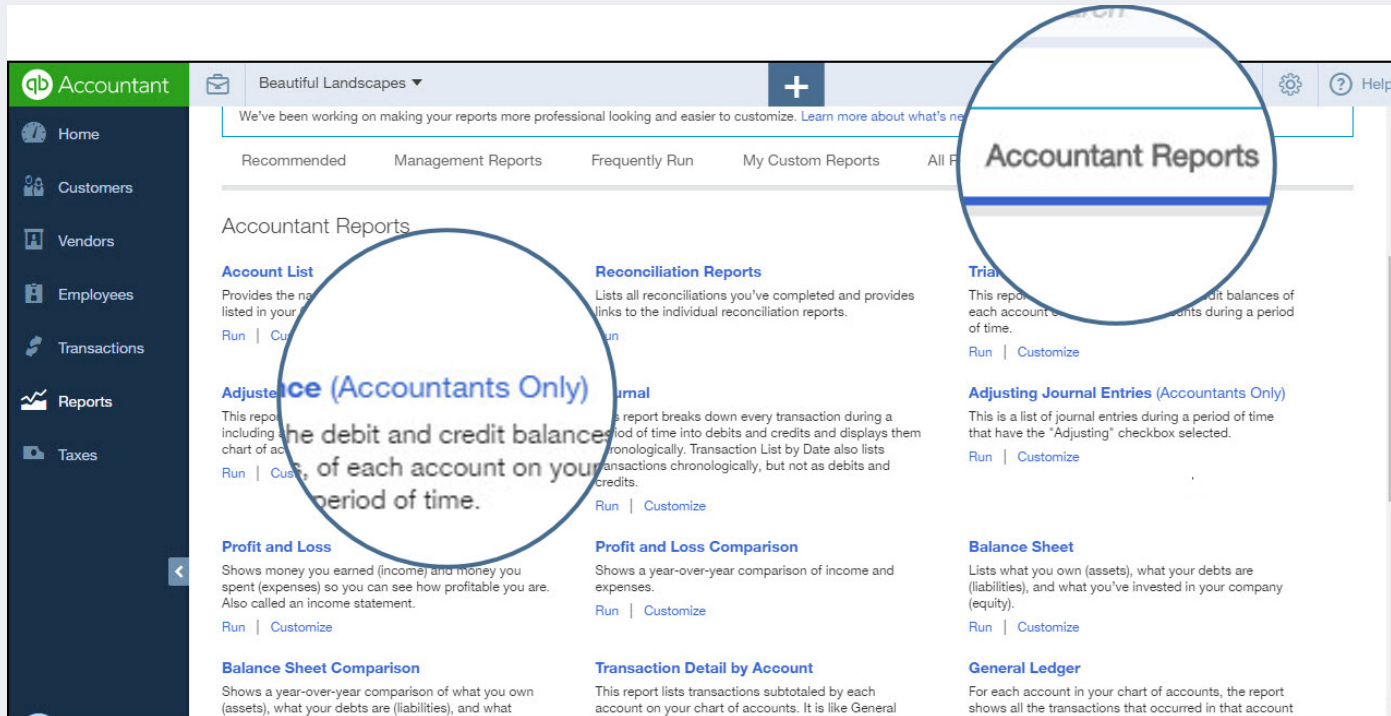
QuickBooks Online
Clients' Books
Navigation

QuickBooks Online Accountant Reports and Templates

QuickBooks Online Accountant - Collaborating With Clients

Accountant Reports

Accessible from ToolBox or Reports on Left Navigation Bar



Report Templates



Add Logo

Cover Page

Table of Contents

Unlimited Preliminary Pages

Use Built In Text Editor

NAME ▾	CREATED BY	LAST MODIFIED	REPORT PERIOD	ACTION
Expanded Company Financials-4	Your Accountant	Oct 4, 2016 04:40 AM	This Year ▾	
Expanded Company Financials-3	Your Accountant	Oct 4, 2016 04:40 AM	This Year ▾	
Expanded Company Financials-2	Your Accountant	Oct 4, 2016 04:38 AM	This Year ▾	
Expanded Company Financials-1	Your Accountant	Oct 2, 2016 05:41 AM	This Year ▾	
Expanded Company Financials	QuickBooks		This Year ▾	
Basic Company Financials	QuickBooks		This Year ▾	



QuickBooks Online
Accountant
Reports and Templates

Resources

<https://quickbooks.intuit.com/accountants/quickbooks-accountant> Sign up for free QuickBooks Online Accountant

<http://qbo.intuit.com/redirect/testdrive> Test drive using QuickBooks Online

<http://quickbooks.intuit.com/tutorials/> Misc. training videos

<http://quickbooks.intuit.com/tutorials/qboa-troubleshooting-webinar/> 1½ hour webinar on database technical details

<https://quickbooks.intuit.com/accountants/resources/discounts-wholesale/> Demo wholesale billing

Resources

<https://quickbooks.intuit.com/accountants/resources/features-quickbooks-app/> Windows desktop app for QuickBooks Online Accountant

<http://quickbooks.intuit.com/quickbooks-desktop-apps> Windows desktop app for QuickBooks Online (for clients)

<https://quickbooks.intuit.com/accountants/resources/choose-online/> A wealth of resources!

<http://payroll.intuit.com/payroll-services/fullservice-payroll/> Intuit Full Service Payroll included with your FREE subscription to QuickBooks Online Accountant

Summary

- Identify the differences in the QuickBooks Online versions your client is subscribed to
- Evaluate the benefits of QuickBooks Online Accountant
- Recognize how to efficiently navigate QuickBooks Online Accountant

Summary

- Identify the basics of working in your clients' QuickBooks Online books
- List the steps to accessing Accountant Reports and Report Templates

Thank you for joining me today!

www.quick-training.com

info@quick-training.com

