

QuickBooks Online Student Guide

Appendix A QuickBooks Online Accountant

Table of Contents

Lesson Objectives 3

Navigate the QuickBooks Online Accountant 3

Client List 4

Team 7

Accountant Toolbox 9

In this section, you'll review the basic features available in the QuickBooks Online Accountant version.

Lesson Objectives

In this chapter, you'll learn how to:

- Navigate the QuickBooks Online Accountant
- Access client accounts
- Add team members
- Use the Accountant Toolbox

Navigate the QuickBooks Online Accountant

When you login to QuickBooks Online Accountant you see the client list or what is often called the client dashboard. On this window, you'll see four main areas of navigation. First, you'll see the top left corner include the **QB Accountant** icon and the **Go to client's QuickBooks** menu. Click the **QB Accountant** icon at any time to return to the Client Dashboard/List. To open different client file, **click Go to client's QuickBooks**.

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Clients	Master Electrician	chrisgrier@chrisgrier.com				JB		Edit client	(🗸
Pro Tax >	Miyagi-Do Karate Daniel LaRusso			Review Data		JB		Edit client	c 🗸
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Expenses >									
Sales >									
Cash Flow									
Payroll >									
Reports >									

4

On the left hand Navigation bar, you can access the **Your Practice** section. The **Your Practice** includes:

- Clients-a list of all your clients
- Team-a list of all your Team members who access client files in your practice or firm
- ProAdvisor-access your ProAdvisor account.

Client List

The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.

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Clients	Master Electrician	chrisgrier@chrisgrier.com				JB	E	dit client	•
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Sales >									
Cash Flow									
Payroll >									
Reports >									

Click the **Name** of the client to review the Client in more detail. There are four sections that help you review the client file. They include: **Notes**, **Bookkeeping**, **Payroll**, and **Shared Documents**.

Accountant	≡	Go to client's QuickBooks 💌	Help	Search	Q	0	٥	ŝ
+ New	<	Alberta Mountain Bikes g 1 Alberta Mountain Bikes 🗹				Edit	client	•
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Team		Add a note	PINS					
ProAdvisor >								
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YOUR BOOKS		UB Jane Bookkeeper, 11:07 a.m. 🔗 🖉 🔟						
Overview								
Dashboard		JAN. Year end documents needed						
Banking >		JB Jane Bookkeeper, 11:06 a.m.						
Expenses >								
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Employees								
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Notes–The Notes section lets you add notes about a client. Add notes and QuickBooks Online Accountant places a date stamp on each note made in the client file.

Accountant	≡	Go to client's QuickBooks 🔻	? Help	Search	Q	0	¢	ŝ
+ New	<	Alberta Mountain Bikes 2 1 Alberta Mountain Bikes 🖂				Edit	t client	•
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Banking >		JB Jane Bookkeeper, 11:06 a.m.						
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Employees								
Reports								

Bookkeeping–Click the **Bookkeeping** tab to review information about the client file. The **Account watchlist** summarizes information about the client's accounts and when they were last reconciled. Click the **Review in QuickBooks** section on the right side of the window to review specific transactions.

Accountant	Go to client's QuickBooks ▼				? Help	Search	0	0	ф
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roAdvisor >	Account watchlist					Review i	n Quickl	Books	
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Pro Tax	Capital One Visa	CAD	-7,713.94			Downloade Review now		19	
Apps	Accounts Payable	CAD	-1,141.56			Workpap			
OUR BOOKS	Accounts Receivable	CAD	33,189.22			Review data			
)verview 🔸	Accounts Receivable - USD	USD	1,556.98						
ashboard	ATB Chequing	CAD	546,008.61	31/10/2019					
anking >	Due to Shareholder	CAD	-250,000.00						
ales	GST/HST Payable	CAD	-10,208.14						
	Inventory Asset	CAD	91,956.50						
mployees									

Shared Documents–Share documents with your clients from this tab.

Accountant	≡	Go to client's QuickBooks ▼	? He	p Search	Q	© \$	ţŷ
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YOUR PRACTICE		Notes Bookkeeping 1 Payroll Shared documents					~
Team					(Upload)
ProAdvisor > Work •		Batch actions 🔹				αŲ	
Pro Tax		DOCUMENT	REQUEST			ACTIONS	
Apps		Appendix B.pdf	-	Today			
YOUR BOOKS		Appendix A.pdf	-	Today			
Overview •							
Dashboard							
Banking >							
Expenses >							
Sales >							
Employees							
Reports							

6

Team

The Team section in QuickBooks Online Accountant lets you add and manage team members in your accounting or bookkeeping firm.

	Go to client's QuickBooks 🔻			? Help	Search Q	O 4 \$
+ New	Team				Š.	Add user
YOUR PRACTICE	Q Find					- \$
	NAME	JOB TITLE	EMAIL	ACCESS	STATUS	
Team ProAdvisor	Jane Bookkeeper		accountant@qbhacker.com	Master Admin	Active	
Work •	Jean Poutine		jeanpoutine@inboxkitten.com	Basic	Invited	
Pro Tax	Ingrid Freeley	Lead Accounting Technician	ingridpfreeley@inboxkitten.com	Basic	Invited	
Apps					< First Previous 1-3 of 3	Next Last >
YOUR BOOKS						
Overview 🔸						
Dashboard						
Banking >						
Expenses >						
Sales >						
Employees						

To add a new user:

- 1. Click Team.
- 2. Click Add User.
- 3. Add the **User** profile information.

Add user				×
USER PROFILE			2 FIRM ADMINISTRATION AND BOOKS	3 CLIENT ACCESS
Add user p	rofile informatio	n		
* First name	Middle name	*Last name		
Chuck		Morris		
*Email				
chuckmorris@inbo	kitten.com			
Title				
Lead bookkeeper				
Cancel				Next

4. Click Next.

5. Choose the access this user should have to your firm's books.

Add user			×
USER PROFILE		FIRM ADMINISTRATION AND BOOKS	(3) CLIENT ACCESS
Specify access to firm administ	ration and books	Access to firm administration and books	
YOUR FIRM ADMINISTRATION	ACCESS	Full Full access to administrative functions for your firm Full access to managing clients	
Firm users	None	Full access to your firm's books Administrator access to client QuickBooks Basic	
Subscriptions and billing YOUR FIRM BOOKS	None ACCESS	Elimited access to administrative functions for your firm No access to managing clients No access to your firm's books Administrator access to client QuickBooks	
Customers and accounts receivable	No	Custom Custom access to administrative functions for your firm Custom access to managing clients	
Suppliers and accounts payable YOUR CLIENTS	ACCESS	Custom access to managing clients Custom access to your firm's books Administrator access to client QuickBooks	
Manage your clients Back	No		Next

6. Click Next.

Add user			×
USER PROFILE		FIRM ADMINISTRATION AND BOOKS	3 CLIENT ACCESS
Specify client access			
Find a client Q			
CLIENT		Client access	
Alberta Mountain Bikes			
Chuckle's Comedy Club	 Image: A start of the start of	Granting user access to a client gives them full (admin) permissions to that client's QuickBooks	
Excellent Events		Online file.	
Gold & Smith Consulting			
MoPho Noodles			
Snow Removal Unlimited			
Wow Plow Snow Clearing			
< First Previous 1	-7 of 7 Next Last >		
Back			Save
Back			Save

- 7. Select which clients you want this user to access.
- 8. Click **Save** to complete the user setup.

🜔 Accountant Toolbox

When you log into a client file, as the accountant user, you'll have access to the **Accountant Toolbox**. The **Accountant Toolbox** gives the accountant/bookkeeper access to a set of tools to help you manage client files.

The **Accountant Toolbox** (the Toolbox icon next to the QuickBooks logo at the top left of the screen) contains some of the most used tools you'll need to work in your clients' books. If you don't see the toolbox, select a client from the Go to client's QuickBooks drop-down menu.



Reclassify Transactions

This feature lets you make batch changes to entries that your client has made. This lets you select a group of transactions recorded to a specific class or account and recategorize those transactions to a different account. This helps you speed up your work. Instead of editing individual transaction, you can change a batch of transactions.

- 1. In the Accountant Toolbox, click Reclassify Transactions.
- 2. Enter the Date range.
- 3. Click the Account to review on the left side of the window. QuickBooks displays the transactions on the right.
- **4.** Select the transaction(s) in the right-hand pane of the window that you want to reclassify to a different account.

10

5. Click Reclassify.

Accountant	Sample Company	E Long	for Succes	s Event Planr	ning 🔻				Help		Q	0	50
- New	Billable Expenses Income	\$33,643.50	Recla	ssify Trans	actions							Fee	dback
	Markup		From:			То:							
poard	Income	\$3,947.55	01/0	1/2019		03/01/2020		Less filt	ters				
	Sales Income	\$15,750.00	Туре			Class		Tax Co	de				
ng >	Sales of Product Income		All		~	All	~	All		~			
ses >	Income	\$19,050.00	Custon	ner/Supplier na	ame	Modify							
	Services Income	\$3,600.00	All		~	All	~						
:ts	Cost of Goods Sold Cost of Goods Sold	\$9,664.68	Accourt	it: All									
oyees	Cost of Sales - billable expe Cost of Goods Sold	\$40,637.25	(Find trans	actions								
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ts ge unting >	Cost of Goods Sold Invertory Shrinkage Cost of Goods Sold Dues and Subscriptions Expenses Insurance Expense-General Expenses Interest expense Expenses	\$40,637.25 \$0.00 \$325.00 Liability Ins \$3,000.00 \$1,235.00		Reclassif DATE 02/01/2020 02/01/2020	y 3 trans TYPE Invoice Invoice	DOC NUM 1016 1016 1013	ACCOUNT Sales of Pro Sales of Pro	Name Badg Water bottle Monthly cor	HST ON HST ON	South	Anilkumar P Anilkumar F	\$900.0 \$3,000.0	0 00 00

6. Choose **Change account to** from the down arrow list. This is the account you will recategorize the selected transactions to.

Make changes to all 3 sele	ected transaction lines.	
Change account to		
Prepaid expenses	~	
Change Tax code to Exempt (0%)	~	
Change class to		
Select	~	

7. Click Apply. QuickBooks makes the changes to the individual lines on the selected transactions.

Voided & Deleted Transactions

Click **Voided and Deleted Transactions** to view the audit log report filtered by deleted and voided entries.

🐢 Accountant	Sample Company	Long fo	or Success Event P	anning 🔻		? Help		Q	0	¢	ţĝ
+ New	Audit Log										
Dashboard	Filter	nsactions $ imes$	Clear filter / View All								
Banking >										5 ÷	is -
Expenses >	DATE CHANGED	USER	EVENT	NAME	DATE		AMOUNT		н	STORY	
Sales >	Dec 1 2019, 3:30 am	Bob Smith	Deleted Billable Expense Charge	Hazel Robinson	27/09/2019		\$607.50		Vie	ew	
Projects	Dec 1 2019, 3:30 am	Bob Smith	Deleted Billable Expense Charge	Hazel Robinson	27/09/2019		\$600.00		Vie	ew	
Employees	Dec 1 2019, 3:30 am	Bob Smith	Deleted Billable Expense Charge	Hazel Robinson	27/09/2019		\$1,125.0	D	Vie	ew	
Reports								Prev	tious 1-3	Next	
Taxes											
Mileage											
Accounting >											
My Accountant											

Journal Entry

At times, you may be required to make an accounting entry to handle special accounting transactions. These may include accounting items like deferred revenue, work in progress and others. QuickBooks Online lets you make general journal **entries to handle these transactions**.

To make a journal entry:

- 1. Click the + New menu, and then click Journal Entry.
- 2. Enter the Date.
- 3. Choose the first Account in the journal entry.
- 4. Enter the **Debit** amount.
- 5. Enter the Credit amount.
- 6. Enter a Memo.
- 7. Click Save.

12

NOTE If you select the Adjusting Journal Entry checkbox, it will be identified as an adjusting entry in the working trial balance.

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CAD Cana	adian Dollar	•								
urnal date						Journal no.				
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		ACCOUNT	DEBITS (CAD)	CREDITS (CAD)	DESCRIPTION	N	NAME	SALES TAX	CLASS	
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Cancel		L			Mal	ke recurring			Save	Save and new

Reports Options

Using the Reports tools feature in the Accountant Tools menu, lets you setup a default date range for QuickBooks reports. If you prefer to see your client reports in a month-to-date format, QuickBooks lets you assign this default. To set this up:

- 1. Click Accountant Toolbox.
- 2. Click Reports Options.

TOOLS
Notes
Reclassify transactions
Reports options
Write off invoices
Workpapers

3. Choose a default Date Range in From and To.

🕩 Accountar	nt	Sample Company	Long for Succes	s Event Planning 🔻			? Help
+ New) R	eport Tools					
Dashboard		Report and Tool	Defaults				
Dasilboard		Date	From	То	Basis		
Banking	>	This Year-to-date	▼ 01/01/2020	03/01/2020	Accrual 🔻		
Expenses	>						
Sales	>	Books Not Close	ed				
Projects							
Employees		Reconciliation S	itatus				
		ACCOUNT		RECONCILED AS OF	RECONCILED BALANCE	CURRENT BALANCE	
Reports		Chequing			0.00	21,095.57	
Taxes		Visa Credit Card			0.00	2,077.60	
Mileage					1		
Accounting	>						
My Accountant							