QuickBooks Online Student Guide

Appendix A

QuickBooks Online Accountant

Table of Contents

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

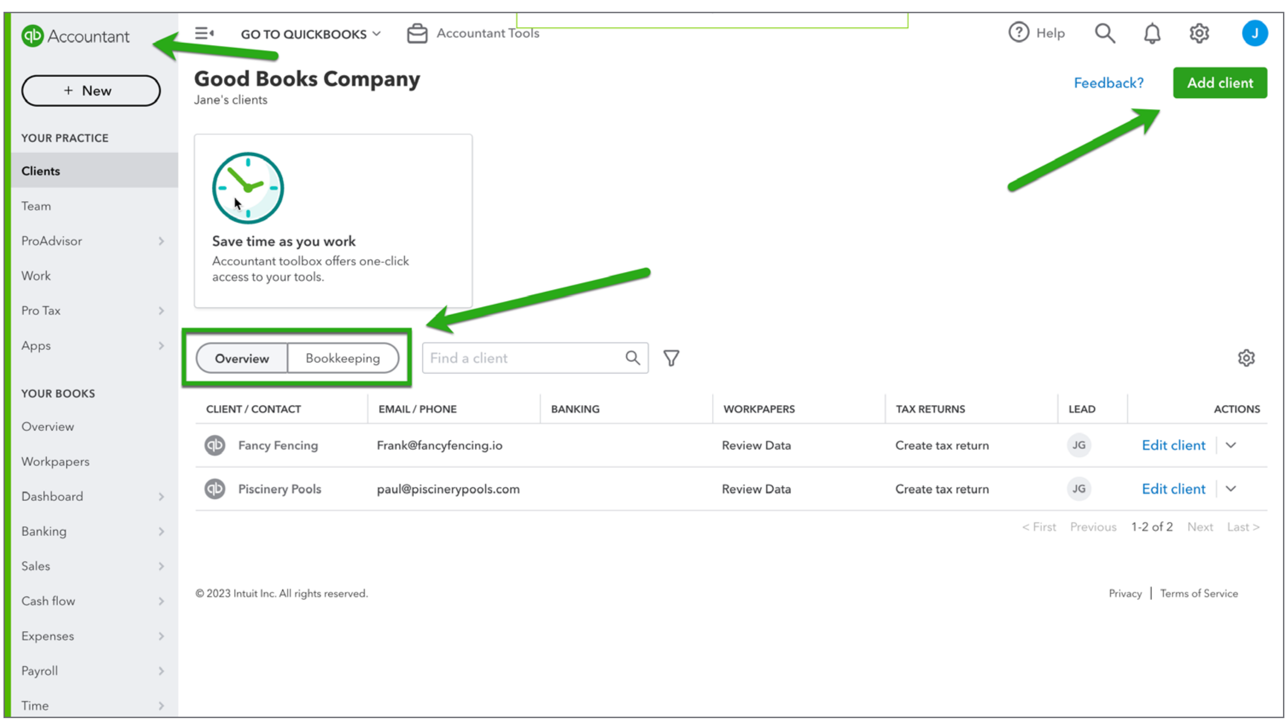
After you sign-in to QuickBooks Online Accountant the client list displays with a unique navigation bar on the left side of the QuickBooks window.

You start on the **Overview** window, where you see a list of your clients. There are several navigation options that you can take from this window. You can do the following:

Open client file–Click the **QB** icon next to the client file name to open your client file in QuickBooks Online.

Add client–Click the **Add client** button to add a new client.

QB Accountant–You can click the **QB Accountant** icon to return to the client list at anytime.

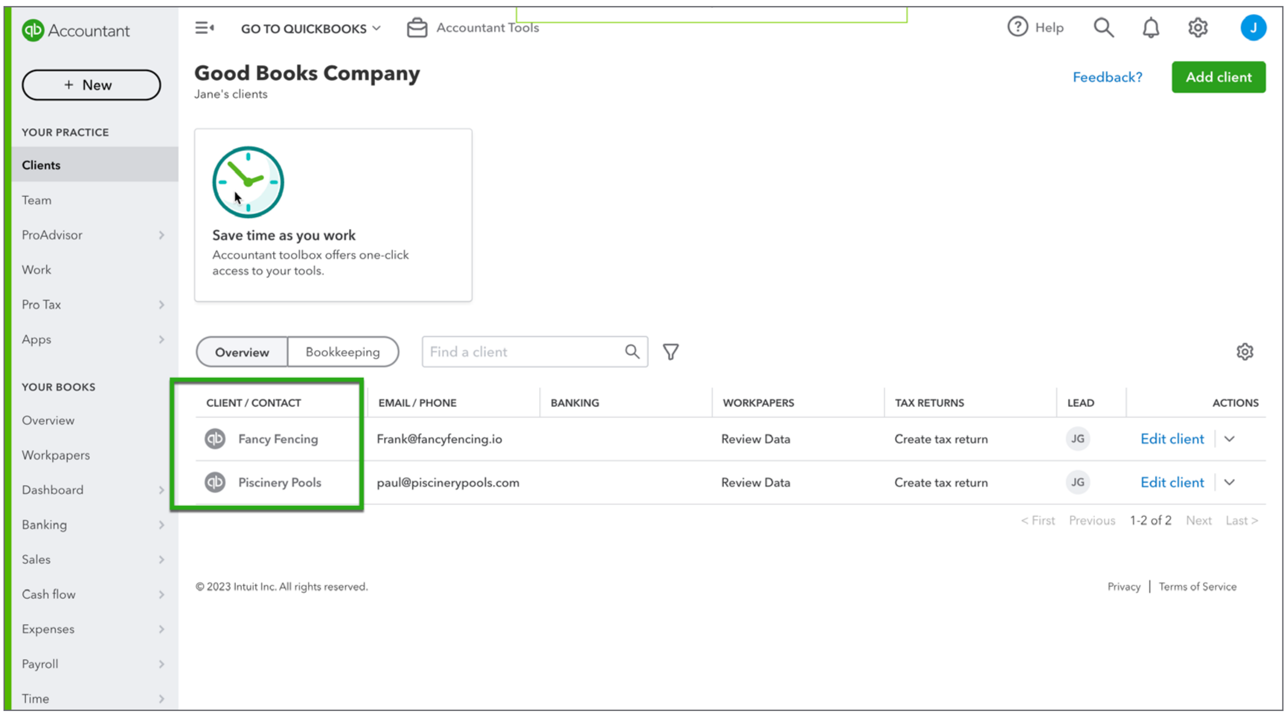


On the left hand Navigation bar, you can access the **Your Practice** section. The **Your Practice** includes:

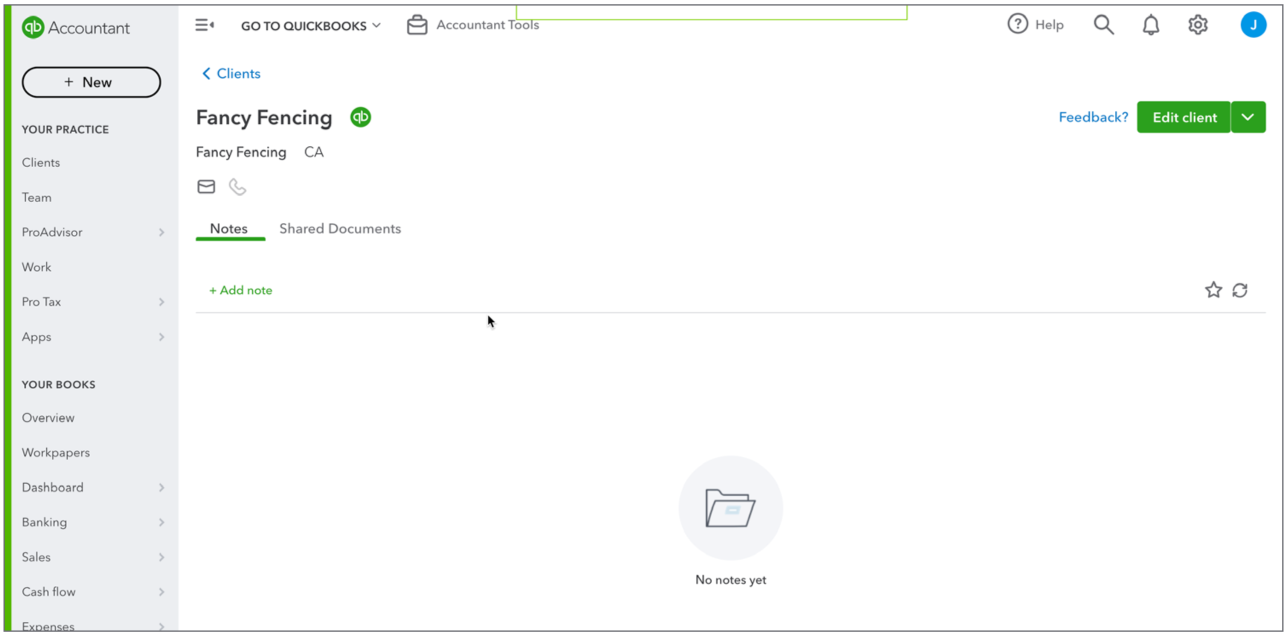
- **Clients**–a list of all your clients
- **Team**–a list of all your Team members who access client files in your practice or firm
- **ProAdvisor**–access your ProAdvisor account.

Client List

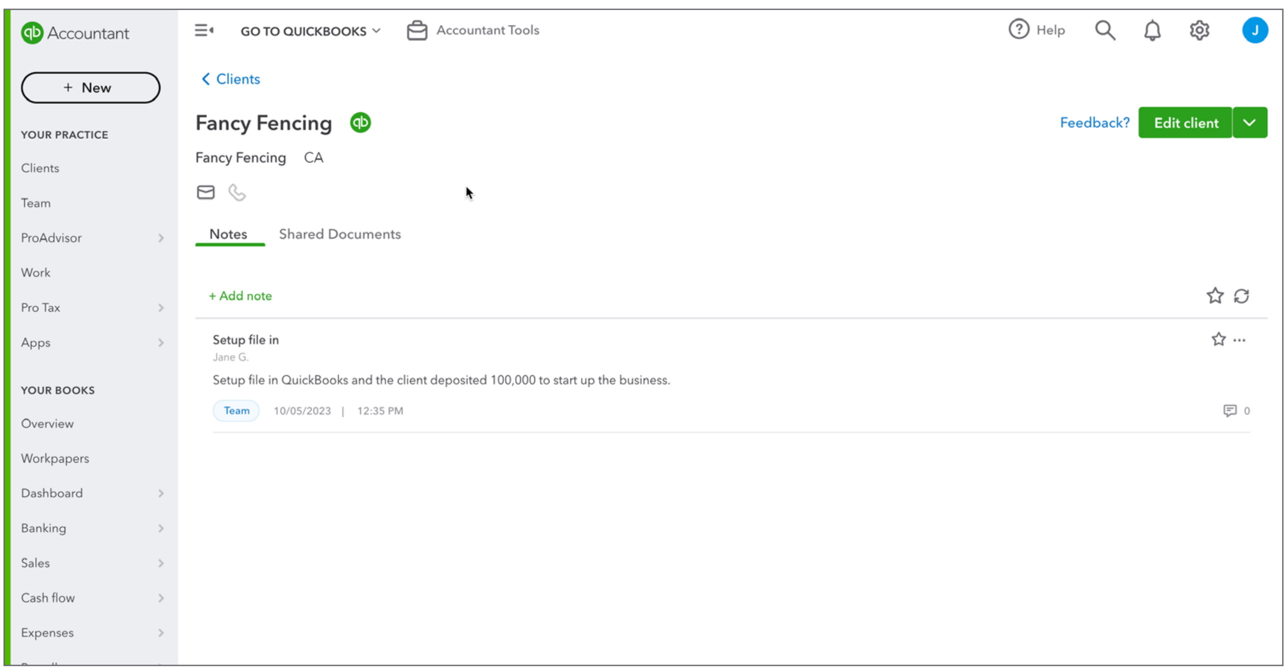
The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.



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



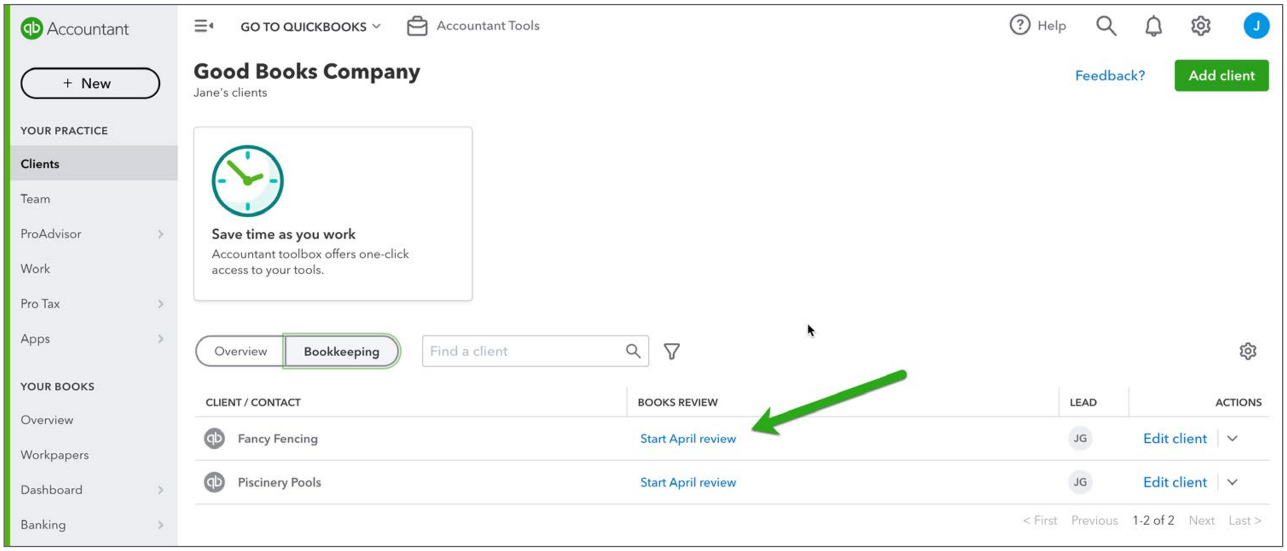
Notes–The Notes section lets you add notes about a client. Add notes and QuickBooks Online Accountant places a date stamp on each note made in the client file.



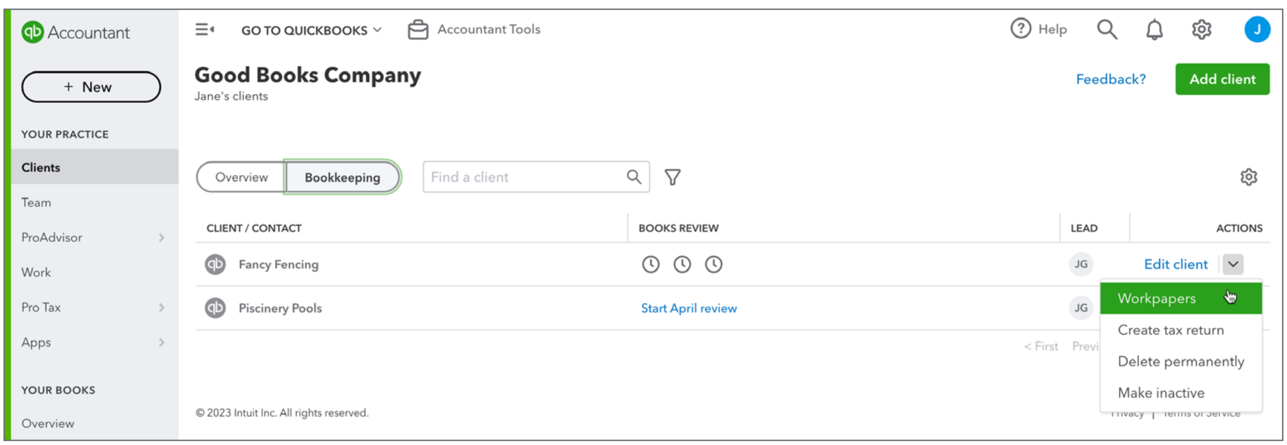
Bookkeeping

Click the **Bookkeeping** tab to view the bookkeeping options. There are several options available from the bookkeeping tab:

Books review—Click **Start Review** to review your client's books.

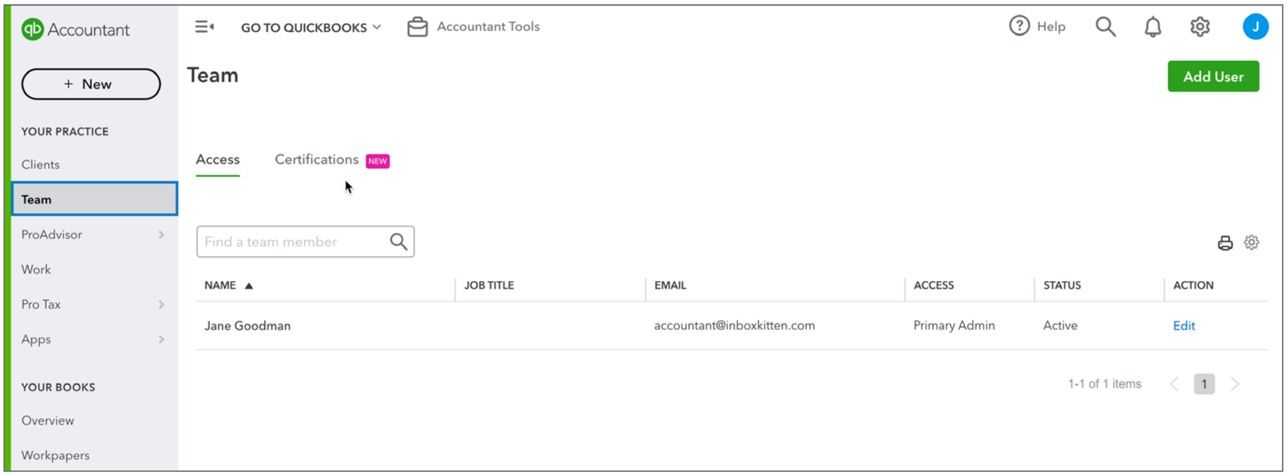


Actions—Click the Actions menu where you can access client **Workpapers** and **Create tax return.** You can also delete or make a client file inactive when you click **Delete permanently**, or **Make inactive**.



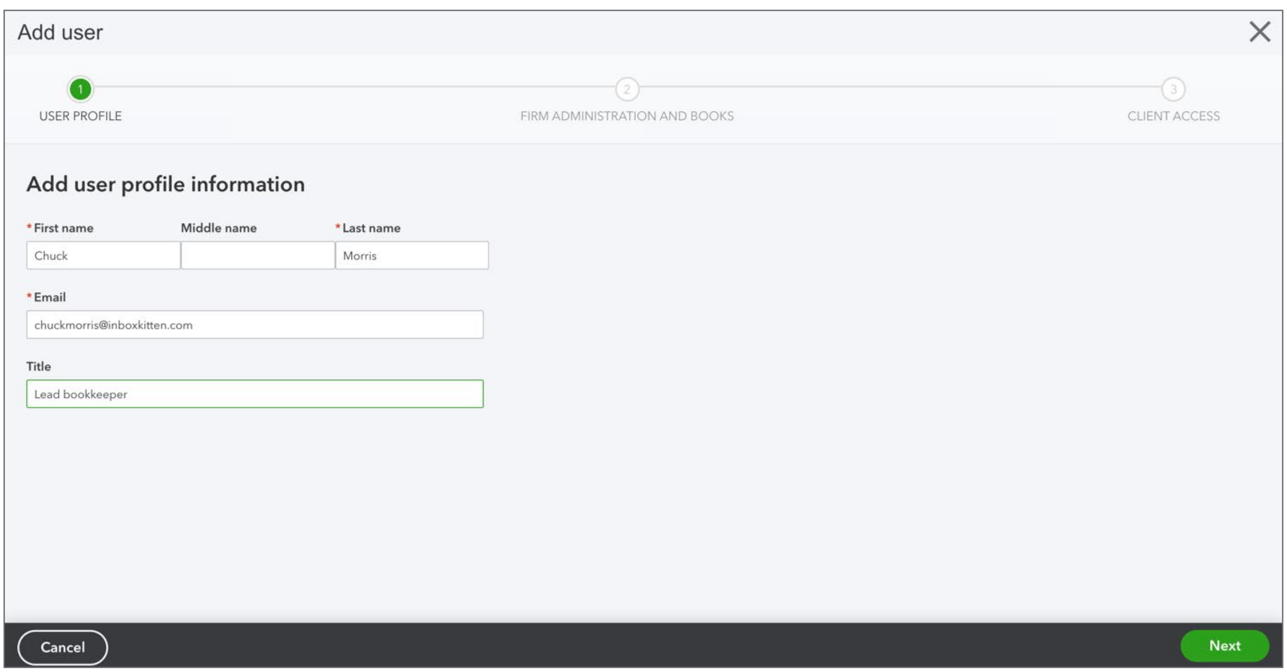
Team

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



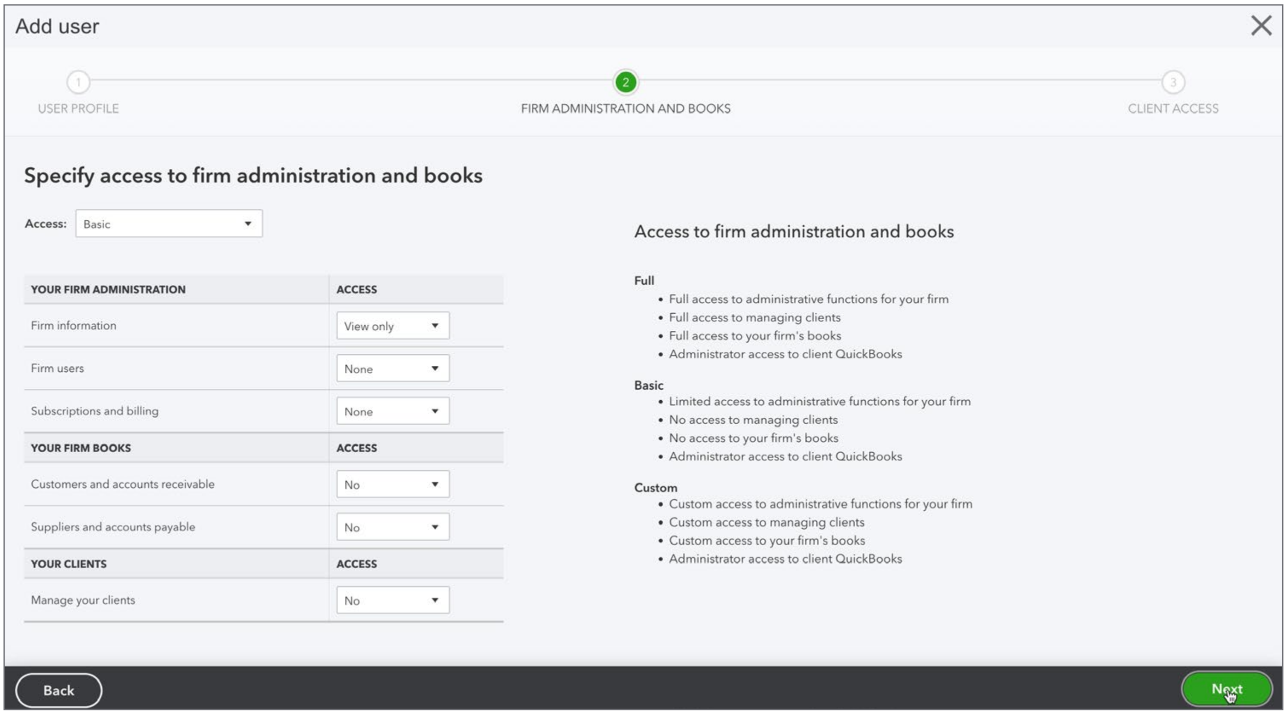
To add a new user:

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

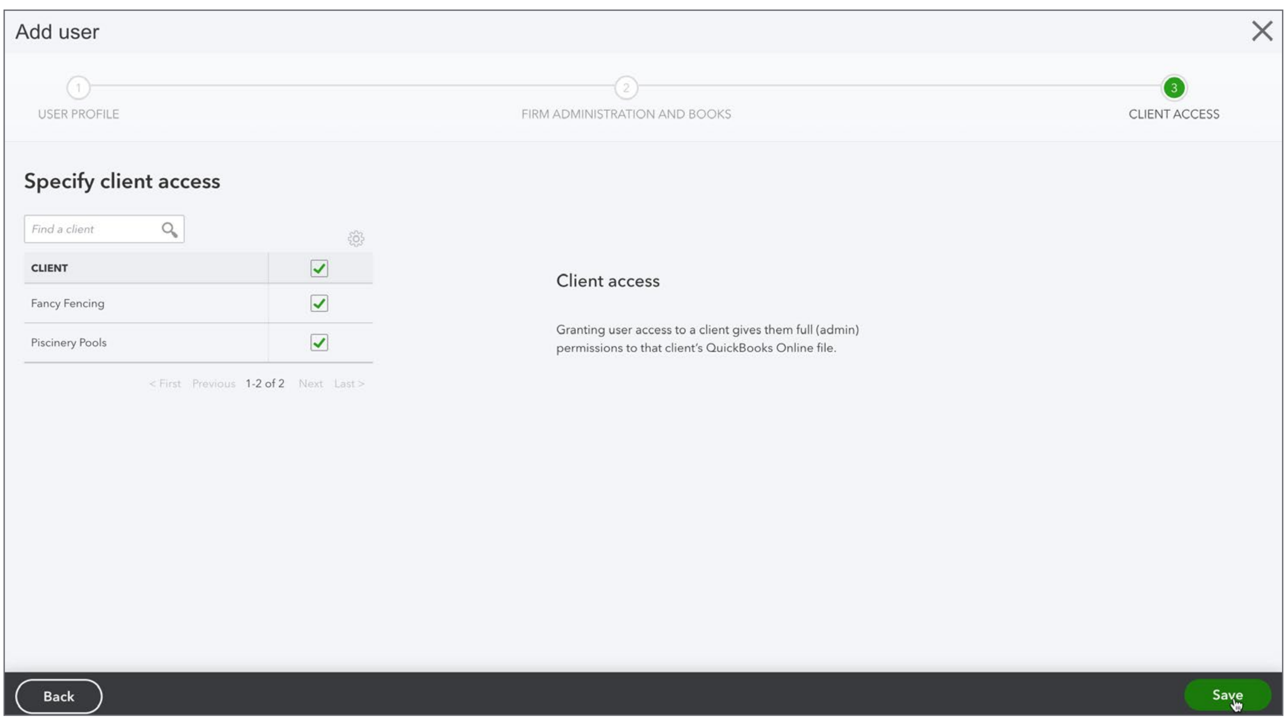


4. Click **Next**.

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



6. Click **Next**.



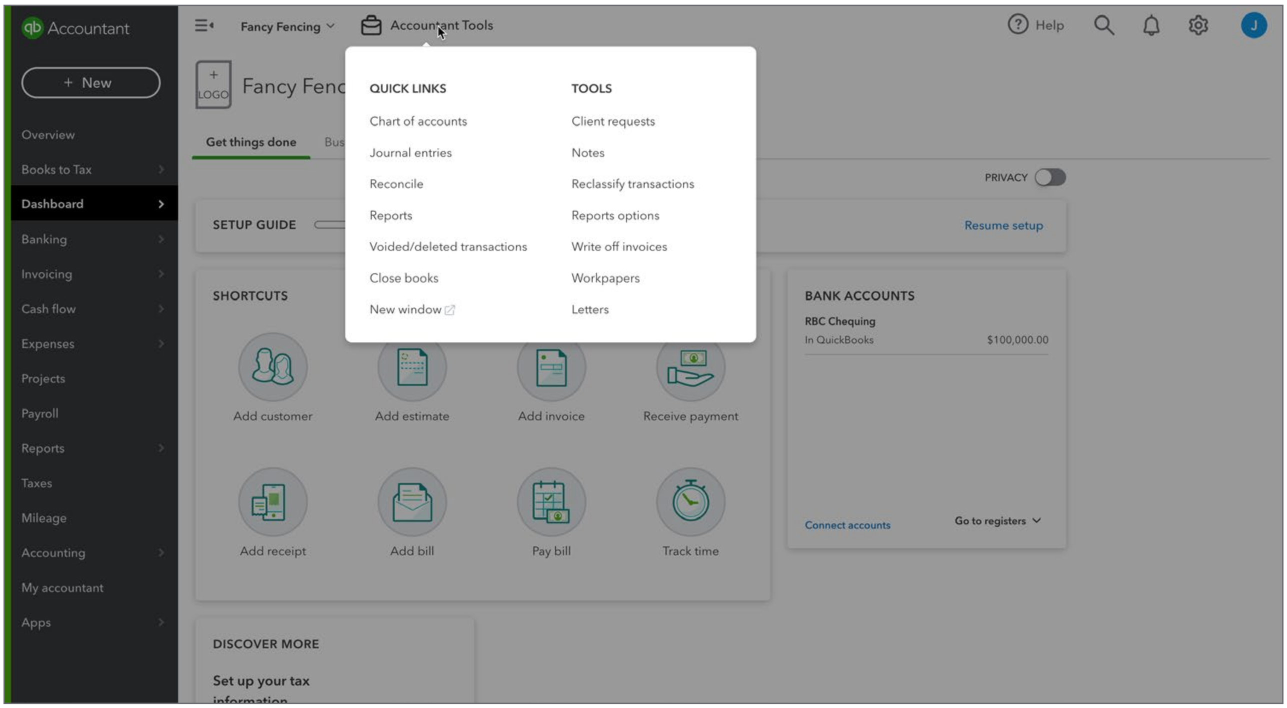
7. Select which clients you want this user to access.

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.

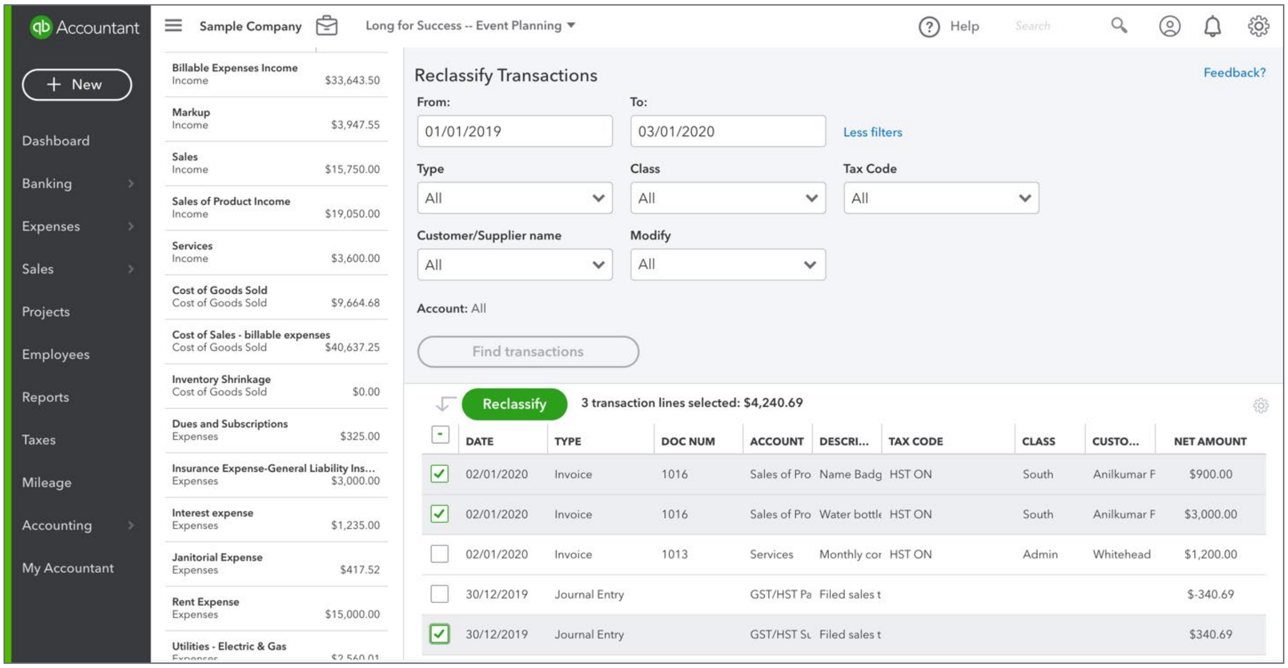


Reclassify Transactions

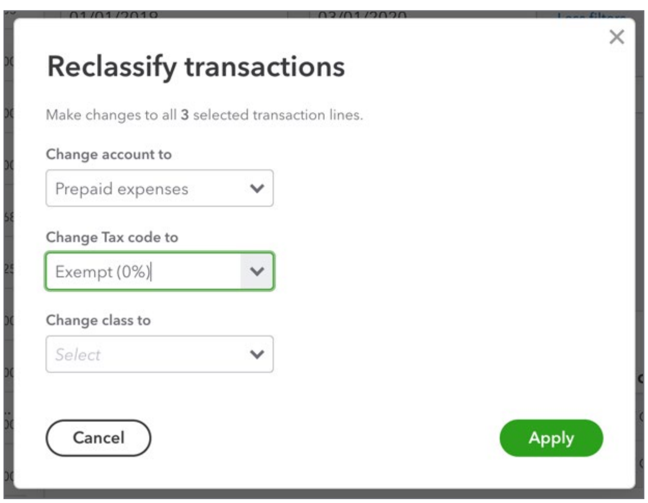
This feature lets you make batch changes to entries that your client has made. This lets you select a group of transactions recorded to a specific class or account and recategorize those transactions to a different account. This helps you speed up your work. Instead of editing individual transaction,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

5. Click **Reclassify**.



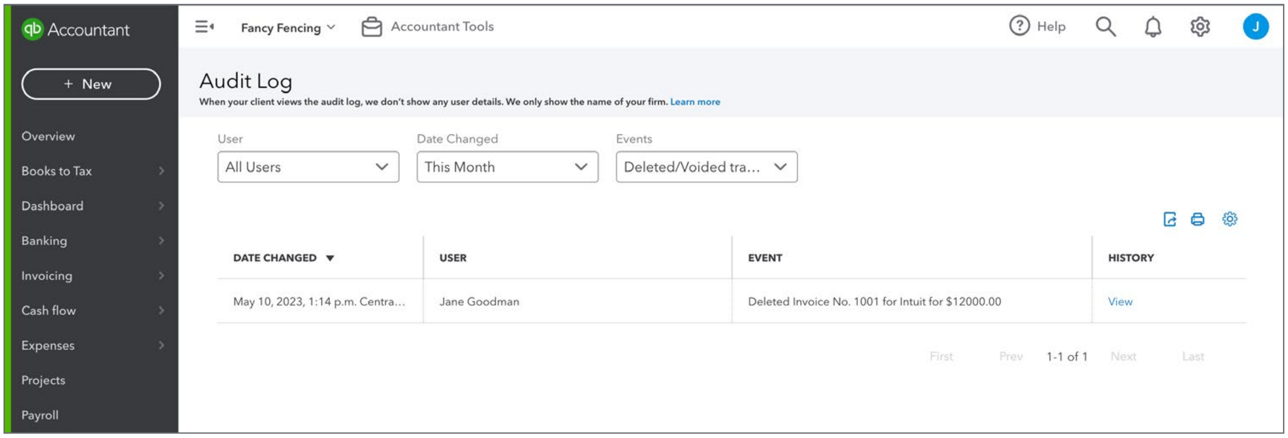
6. Choose **Change account to** from the down arrow list. This is the account you will recategorize the selected transactions to.



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.



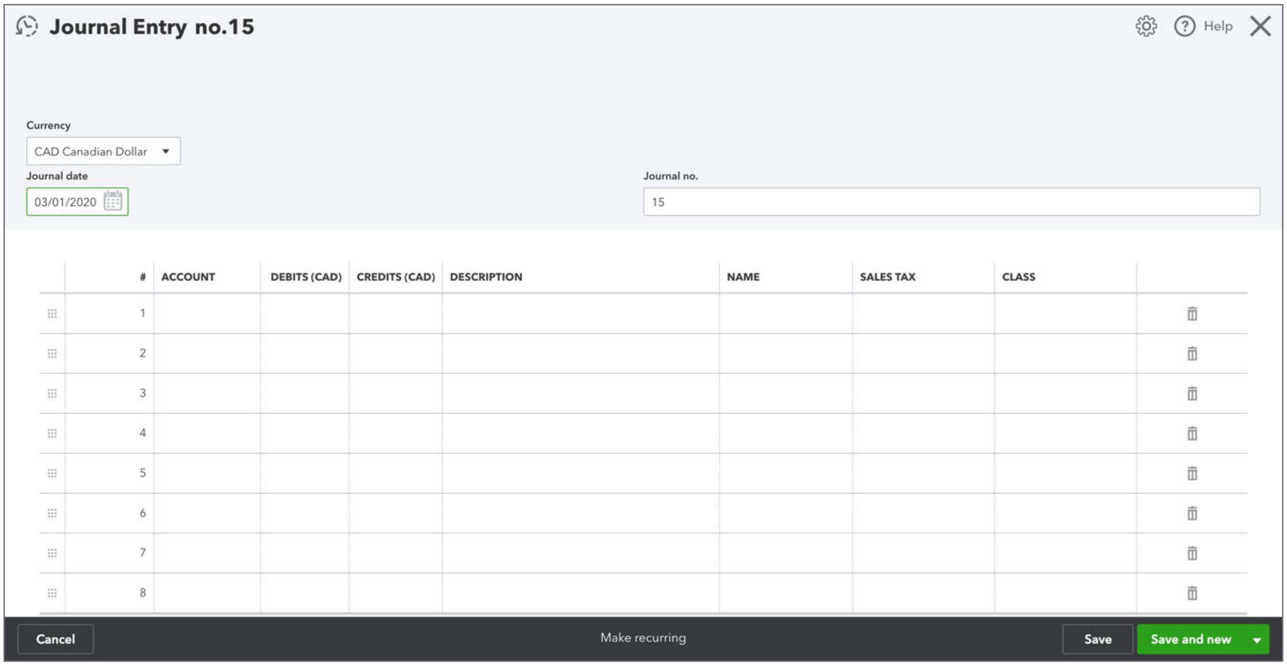
Journal Entry

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 **Accountant tools**.
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**.

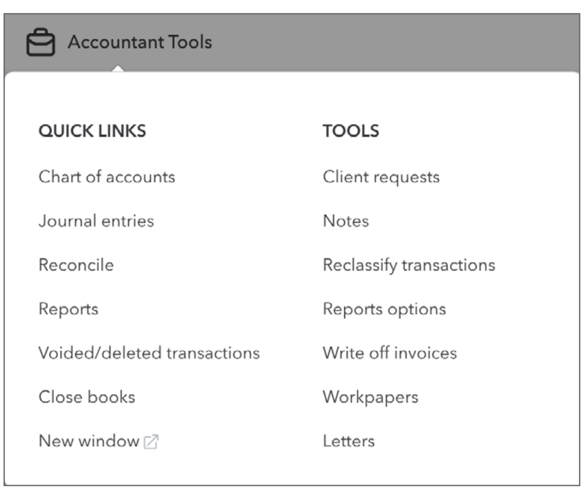
NOTE If you select the Adjusting Journal Entry checkbox, it will be identified as an adjusting entry in the working trial balance.



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**.



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