



QuickBooks Online Student Guide

Appendix A

QuickBooks Online Accountant



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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.

The screenshot shows the QuickBooks Online Accountant interface. The left navigation bar includes sections for 'YOUR PRACTICE' (Clients, Team, ProAdvisor, Work, Pro Tax, Apps) and 'YOUR BOOKS' (Overview, Workpapers, Dashboard, Banking, Sales, Cash flow, Expenses, Payroll, Time). The top header shows 'qb Accountant', 'GO TO QUICKBOOKS', and 'Accountant Tools'. The main content area is titled 'Good Books Company' and 'Jane's clients'. It features a 'Save time as you work' message and a 'Find a client' search bar. Below this is a table with columns: CLIENT / CONTACT, EMAIL / PHONE, BANKING, WORKPAPERS, TAX RETURNS, LEAD, and ACTIONS. The table lists two clients: 'Fancy Fencing' and 'Piscinery Pools'. The 'Add client' button is in the top right corner. Green arrows point to the 'qb Accountant' icon, the 'Add client' button, and the 'Overview' tab.

CLIENT / CONTACT	EMAIL / PHONE	BANKING	WORKPAPERS	TAX RETURNS	LEAD	ACTIONS
qb Fancy Fencing	Frank@fancyfencing.io		Review Data	Create tax return	JG	Edit client
qb Piscinery Pools	paul@piscinerypools.com		Review Data	Create tax return	JG	Edit client

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

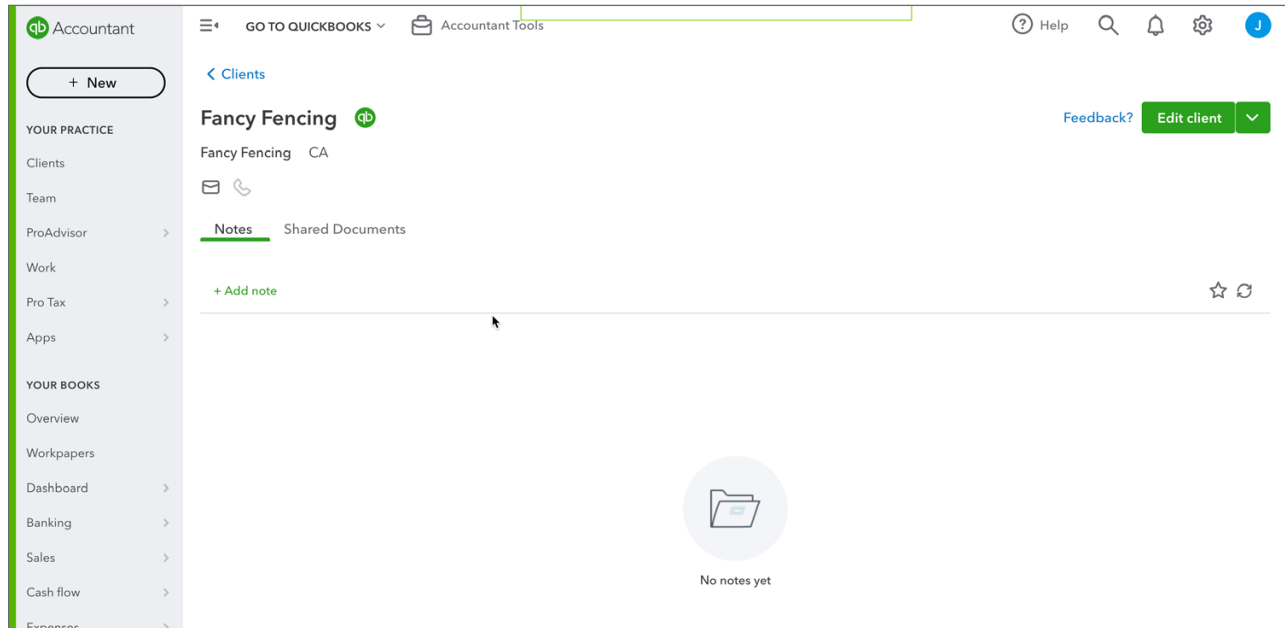
The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.

The screenshot displays the QuickBooks Online Accountant interface. On the left, the navigation bar shows the 'YOUR PRACTICE' section with 'Clients' selected. The main area shows the 'Good Books Company' client list. A green box highlights the 'Clients' section in the navigation bar and the first two rows of the client list table.

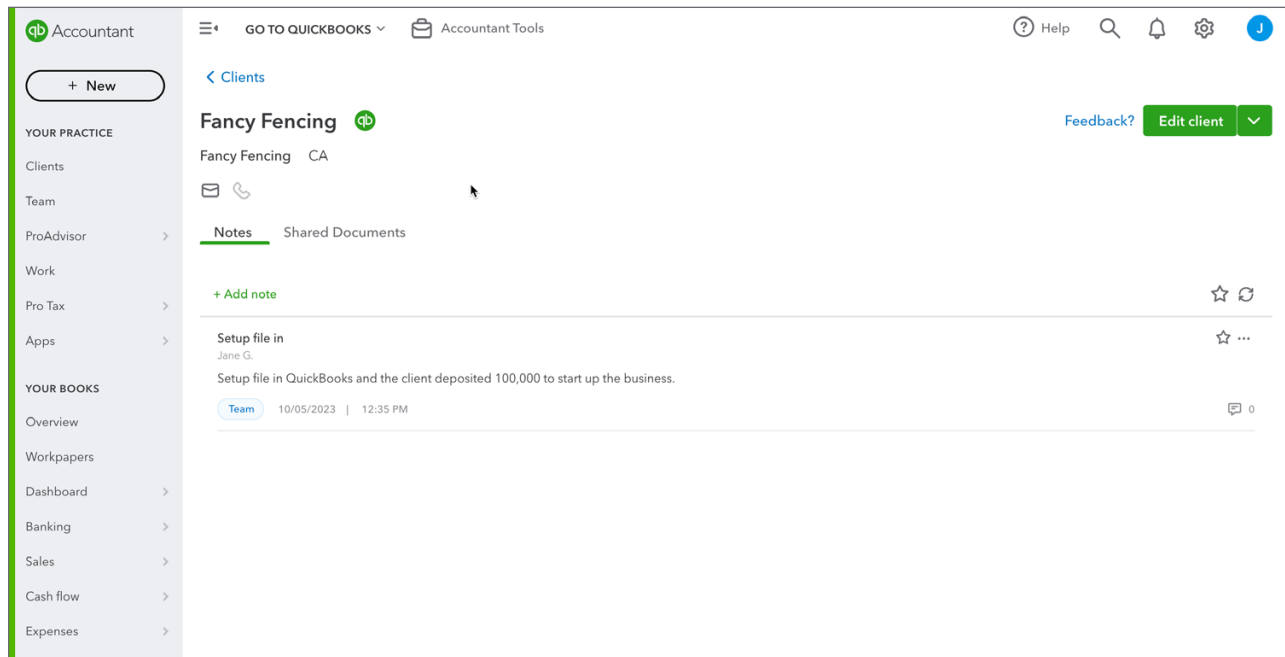
CLIENT / CONTACT	EMAIL / PHONE	BANKING	WORKPAPERS	TAX RETURNS	LEAD	ACTIONS
Fancy Fencing	Frank@fancyfencing.io		Review Data	Create tax return	JG	Edit client
Piscinery Pools	paul@piscinerypools.com		Review Data	Create tax return	JG	Edit client

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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.

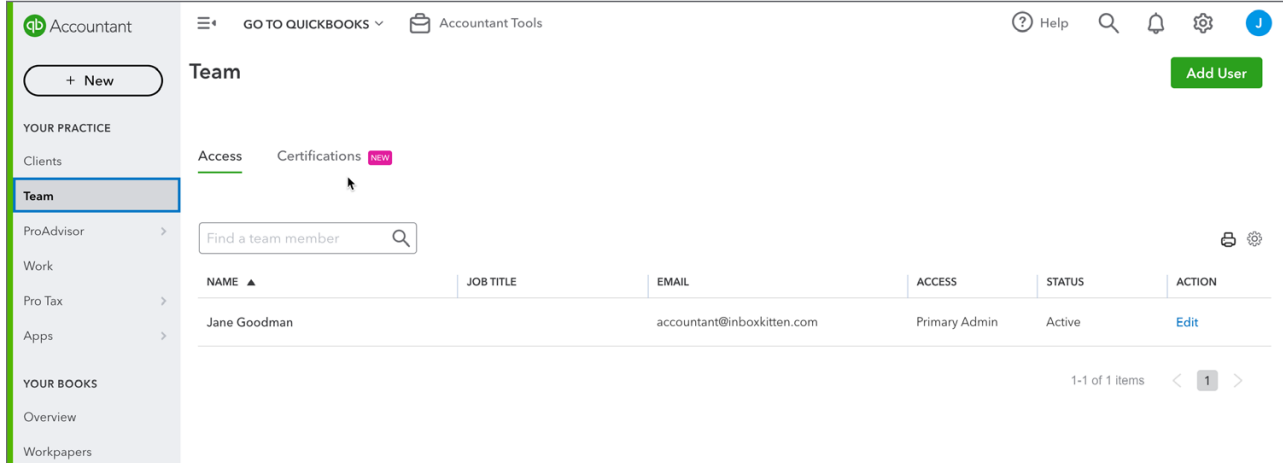
The screenshot shows the QuickBooks Accountant interface for 'Good Books Company'. The left sidebar has 'Clients' selected under 'YOUR PRACTICE'. The top navigation bar includes 'GO TO QUICKBOOKS' and 'Accountant Tools'. The main content area has tabs for 'Overview' and 'Bookkeeping', with 'Bookkeeping' being the active tab. Below the tabs is a search bar 'Find a client'. The main table has columns: 'CLIENT / CONTACT', 'BOOKS REVIEW', 'LEAD', and 'ACTIONS'. There are two rows of clients: 'Fancy Fencing' and 'Piscinery Pools'. Both have a 'Start April review' link in the 'BOOKS REVIEW' column. A green arrow points to the 'Start April review' link for 'Fancy Fencing'. The 'ACTIONS' column has an 'Edit client' link for each row.

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**.

The screenshot shows the same QuickBooks Accountant interface as the previous one, but with the 'Actions' menu open for the 'Fancy Fencing' client. The menu options are: 'Workpapers', 'Create tax return', 'Delete permanently', and 'Make inactive'. The 'Workpapers' option is highlighted. The 'BOOKS REVIEW' column for 'Fancy Fencing' now shows three clock icons instead of the 'Start April review' link. The 'Piscinery Pools' row still shows the 'Start April review' link. The footer of the page reads '© 2023 Intuit Inc. All rights reserved.'

Team

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



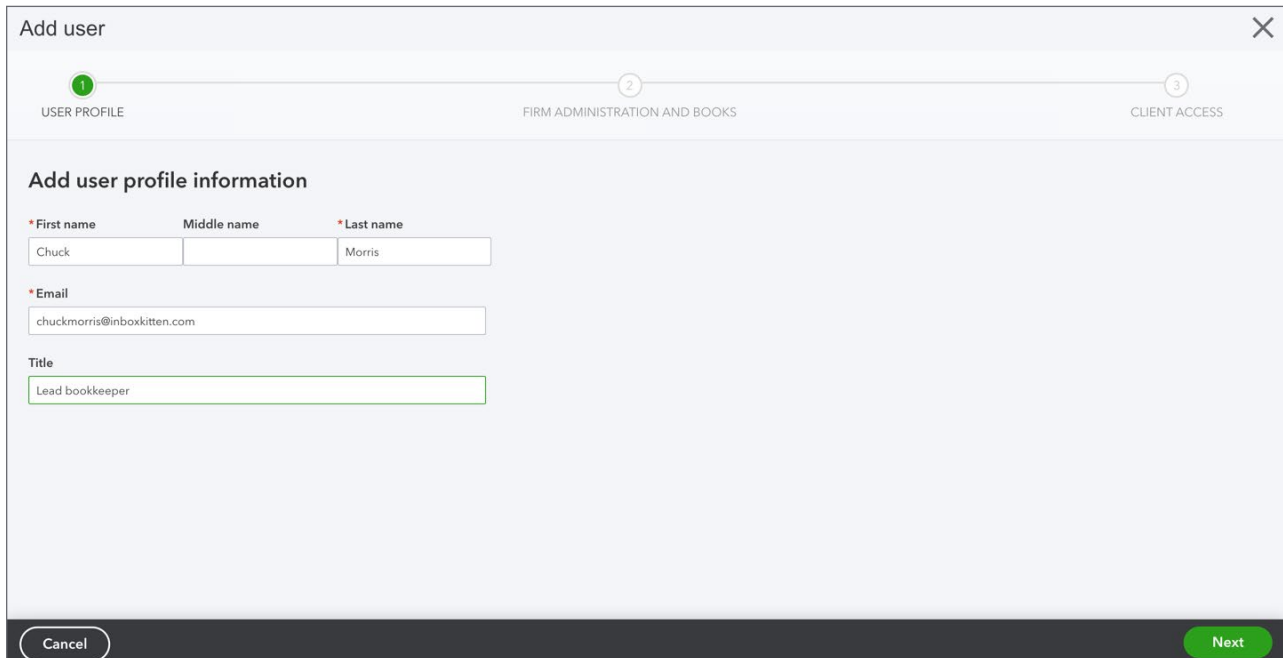
The screenshot shows the QuickBooks Online Accountant interface. On the left, the 'Team' section is selected under 'YOUR PRACTICE'. The main content area has two tabs: 'Access' and 'Certifications' (with a 'NEW' badge). Below the tabs is a search bar labeled 'Find a team member'. A table displays the current team member:

NAME	JOB TITLE	EMAIL	ACCESS	STATUS	ACTION
Jane Goodman		accountant@inboxkitten.com	Primary Admin	Active	Edit

At the bottom right of the table, it says '1-1 of 1 items' with navigation arrows. An 'Add User' button is located in the top right corner.

To add a new user:

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



The 'Add user' dialog box is shown with a close button (X) in the top right. It has a progress bar with three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. The first step is active.

Add user profile information

* First name: Middle name: * Last name:

* Email:

Title:

At the bottom, there are 'Cancel' and 'Next' buttons.

4. Click **Next**.

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

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

YOUR CLIENTS	ACCESS
Manage your clients	No

Access to firm administration and books

Full

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

Basic

- Limited access to administrative functions for your firm
- No access to managing clients
- No access to your firm's books
- Administrator access to client QuickBooks

Custom

- Custom access to administrative functions for your firm
- Custom access to managing clients
- Custom access to your firm's books
- Administrator access to client QuickBooks

Back Next

6. Click **Next**.

Add user

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 **CLIENT ACCESS**

Specify client access

Find a client

CLIENT	
Fancy Fencing	<input checked="" type="checkbox"/>
Piscinery Pools	<input checked="" type="checkbox"/>

< First Previous 1-2 of 2 Next Last >

Client access

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

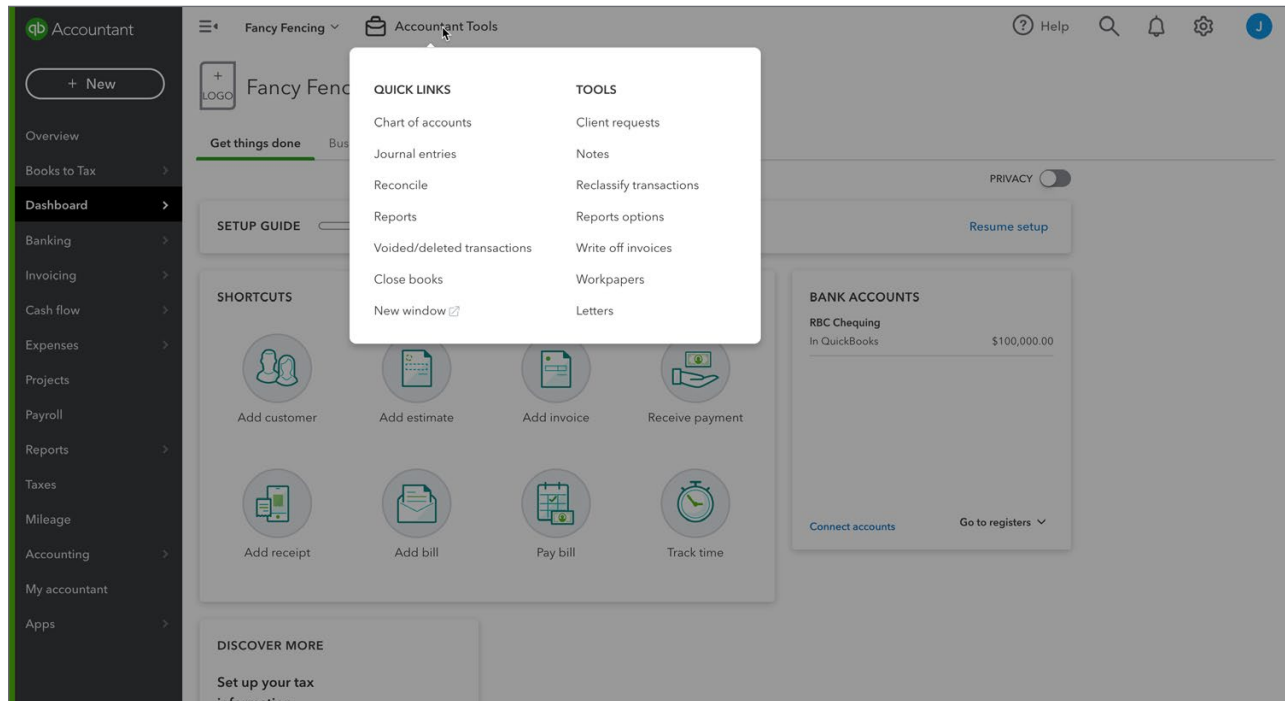
Back Save

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.

5. Click **Reclassify**.

qb Accountant Sample Company Long for Success -- Event Planning ? Help Search

+ New

Dashboard Banking Expenses Sales Projects Employees Reports Taxes Mileage Accounting My Accountant

Billable Expenses Income \$33,643.50
Markup Income \$3,947.55
Sales Income \$15,750.00
Sales of Product Income \$19,050.00
Services Income \$3,600.00
Cost of Goods Sold \$9,664.68
Cost of Sales - billable expenses \$40,637.25
Inventory Shrinkage \$0.00
Dues and Subscriptions \$325.00
Insurance Expense-General Liability Ins... \$3,000.00
Interest expense \$1,235.00
Janitorial Expense \$417.52
Rent Expense \$15,000.00
Utilities - Electric & Gas \$7,540.01

Reclassify Transactions

From: 01/01/2019 To: 03/01/2020 [Less filters](#)

Type: All Class: All Tax Code: All

Customer/Supplier name: All Modify: All

Account: All

Find transactions

Reclassify 3 transaction lines selected: \$4,240.69

	DATE	TYPE	DOC NUM	ACCOUNT	DESCR...	TAX CODE	CLASS	CUSTO...	NET AMOUNT
<input checked="" type="checkbox"/>	02/01/2020	Invoice	1016	Sales of Pro	Name Badg	HST ON	South	Anilkumar F	\$900.00
<input checked="" type="checkbox"/>	02/01/2020	Invoice	1016	Sales of Pro	Water bottle	HST ON	South	Anilkumar F	\$3,000.00
<input type="checkbox"/>	02/01/2020	Invoice	1013	Services	Monthly cor	HST ON	Admin	Whitehead	\$1,200.00
<input type="checkbox"/>	30/12/2019	Journal Entry		GST/HST Pa	Filed sales t				\$-340.69
<input checked="" type="checkbox"/>	30/12/2019	Journal Entry		GST/HST Su	Filed sales t				\$340.69

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

Reclassify transactions

Make changes to all 3 selected transaction lines.

Change account to: Prepaid expenses

Change Tax code to: Exempt (0%)

Change class to: Select

Cancel Apply

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.

Audit Log
When your client views the audit log, we don't show any user details. We only show the name of your firm. [Learn more](#)

User: All Users | Date Changed: This Month | Events: Deleted/Voided tra...

DATE CHANGED ▼	USER	EVENT	HISTORY
May 10, 2023, 1:14 p.m. Centra...	Jane Goodman	Deleted Invoice No. 1001 for Intuit for \$12000.00	View

First Prev 1-1 of 1 Next Last

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.

Journal Entry no.15
⚙️ ? Help ✕

Currency
CAD Canadian Dollar ▼

Journal date
03/01/2020

Journal no.
15

#	ACCOUNT	DEBITS (CAD)	CREDITS (CAD)	DESCRIPTION	NAME	SALES TAX	CLASS	
1								🗑️
2								🗑️
3								🗑️
4								🗑️
5								🗑️
6								🗑️
7								🗑️
8								🗑️

Cancel
Make 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**.

Accountant Tools

QUICK LINKS

- Chart of accounts
- Journal entries
- Reconcile
- Reports
- Voided/deleted transactions
- Close books
- New window

TOOLS

- Client requests
- Notes
- Reclassify transactions
- Reports options
- Write off invoices
- Workpapers
- Letters

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

qb Accountant

Fancy Fencing Accountant Tools

Help

Report Tools

+ New

Overview

Books to Tax

Dashboard

Banking

Invoicing

Cash flow

Expenses

Projects

Payroll

Reports

Taxes

Mileage

Report and Tool Defaults

Date From To Basis

Last Month 01/04/2023 30/04/2023 Accrual

Books Not Closed

Close Books

Reconciliation Status

ACCOUNT	RECONCILED AS OF	RECONCILED BALANCE	CURRENT BALANCE
RBC Chequing		0.00	100,000.00