



Cool new features in  
QuickBooks Online and  
ProConnect Online

OWN  
THE  
FUTURE

# About today's speakers



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**Member:** Intuit Trainer/Writer Network

**Trainer:** Weekly live classes and webinars on QuickBooks, Excel, and business productivity software

**Author of:**

**VLOG – “Look What I Found” at  
<http://royl.ws/QBO-Look-What-I-Found>**

New Book! “Specialty Retail: Gas Stations and Convenience Stores”

“Master QuickBooks Online: From Setup to Tax Time”  
**The Mentorship Membership™ Program**

# About today's speakers



Heather D Satterley  
Satterley Training and Consulting

**Member:** Intuit Trainer/Writer Network


**Founder:**

Satterley Training & Consulting

The QuickBooks 'Appy Hour with Liz & Heather  
Backoffice Ally

**BS Accounting / MS Innovation**

**Enrolled Agent**



Are you so busy taking care of your clients that you haven't taken the time to explore QuickBooks Online and ProConnect Online's new tools?

Let's take a look at all those new little buttons and big feature enhancements that make each a pleasure to use.

These new tools will help streamline your workflow and capture back time you didn't know you had!

# Agenda

## QuickBooks Online

Keyboard Shortcuts

QuickBooks Payments enhancements

The Projects Center and Labor Costing

Price Rules

Receipt Capture

Mileage Tracker

The Overview Tab

My Accountant: Document Sharing & Requests

The new Reclassify experience

1099 Contractor Tools

## ProConnect Tax Online

Enhanced Navigation and Review

Organizer Templates

Business Collaboration

Data Apply

Prep for Taxes

Integrations



# Hot Tips:

## Keyboard Shortcuts

# Keyboard shortcuts

Tab & Shift-Tab

Ctrl-Alt-?

DATE SHORTCUTS!	
Tomorrow, next day	+ (plus)
Yesterday, previous day	- (minus)
First day of the YEAR (1/1)	Y
Last day of the YEAR (12/31)	R

Every number field is a calculator!

TODAY	T
First day of the MONTH (1 <sup>st</sup> )	M
Last day of the MONTH (28 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> )	H
First day of the WEEK (last Sun)	W
Last day of the WEEK (next Sat)	K



# Hot Tips:

## QuickBooks Payments

# QuickBooks Payments: New Deposits Tab

Sales > Deposits

Track Deposit Status (date deposited, or date expected)

Expand to see transactions that make up the total

View merchant service fees

Overview	Overview	All Sales	Invoices	Customers	<b>Deposits</b>	Products and Services
----------	----------	-----------	----------	-----------	-----------------	-----------------------

### Deposits from QuickBooks Payments

Get help

Deposited 11/08/2018		\$40.00	
0 transactions		Fees: \$1.00	
Batch created: 11/06/2018		Net amount: \$39.00	
Deposit ID: 42402991		BANK OF AMERICA, N.A. (2400)	
✔️ Your money is in the bank.			
PK0187672009	Visa L. 6000	Bridge St. Hudson	Fees: \$0.07 \$20.00
PK0184276996	Mastercard L. 01160	Home Station	Fees: \$0.07 \$40.00
Deposited 05/07/2018		\$0.11	
1 transaction		Fees: \$0.00	
Deposited 04/26/2018		\$1.15	
1 transaction		Fees: \$0.07	

# QuickBooks Payments: Payments Settings

Gear > Account and Settings > Payments

View Deposit speed

Change bank accounts

View Statements (!!!!)

Edit Chart of Account mappings

The screenshot shows the 'Account and Settings' page for QuickBooks Payments. The left sidebar has a 'Payments' tab highlighted with a red box. The main content area has several sections: 'Merchant details' with a 'Manage account' button; 'Deposit Speed' with a red box around 'Credit Cards' (1 business day) and 'Bank Transfers' (2 business days); 'Deposits' showing 'Standard deposits' for 'BANK OF AMERICA, N.A. (...2458)' with a 'Change' link; 'Business Owner info' with fields for 'Owner's address' and 'Mobile phone number'; 'Documents' with a red box around 'Monthly Statements' and a 'Select a month' dropdown; 'Chart of Accounts' with a table for mapping transactions; and 'Payment Methods' showing 'Cards' and 'Bank Transfer'.

Account and Settings			
Company	Merchant details		Merchant ID 5247719929998152 <a href="#">Manage account</a>
Usage			Run deposit reports
Sales			See transaction details
Expenses	Deposit Speed		Credit Cards 1 business day
Payments			Bank Transfers 2 business days
Advanced	Deposits	Standard deposits	BANK OF AMERICA, N.A. (...2458) <a href="#">Change</a> 8001 VILLA PARK DRIVE HENRICO, VA 23228-7031
	Business Owner info	Owner's address	3425 NE 58TH AVE PORTLAND, OR 97213
		Mobile phone number	(971) 235-7119
	Documents	Monthly Statements	Select a month <a href="#">View</a>
	Chart of Accounts	Tell us where in QuickBooks to automatically record: Standard deposits Company Checking Account (3456) Processing fees QuickBooks Payments Fees	
	Payment Methods	Cards  Bank Transfer	

## Use to compare apples-to-apples rates with PayPal, Square, and Stripe

11



# Cool Features: The Project Center

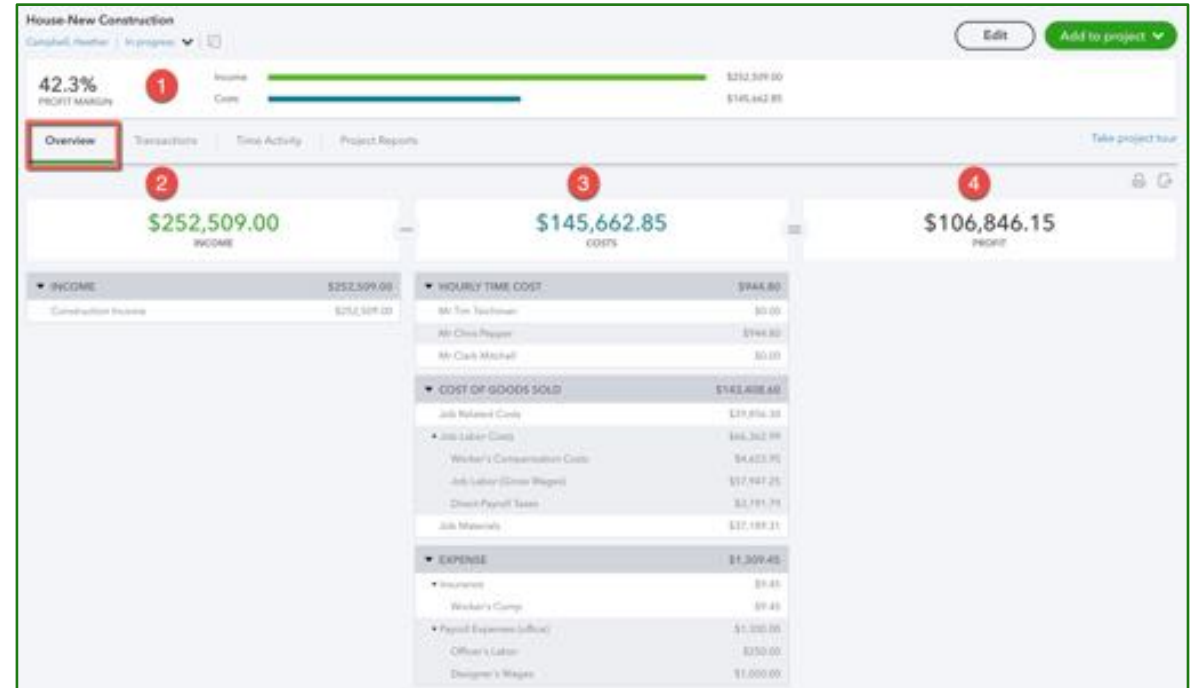
# Projects Center: What is it?

Projects instead of Sub-customers and Classes

Track Income and Expenses in one place

Job Costing reports

Labor Costing with timesheets or TSheets



# Projects Center: Transactions List

All on ONE list:

Estimates

Invoices

Payments

Sales Receipts

Bills

Expenses

Delayed Charges

Unbilled Time & Expenses

The screenshot shows the 'House-New Construction' project page in QuickBooks. At the top, there's a progress bar for '42.3% PROFIT MARGIN' with 'Income' at \$252,509.00 and 'Costs' at \$145,642.85. Below this are tabs for 'Overview', 'Transactions' (highlighted with a red box), 'Time Activity', and 'Project Reports'. A 'Filter' button (labeled 1) is next to the 'Transactions' tab. The table below shows a list of transactions with columns: DATE, TYPE, NO., DUE DATE, BALANCE, TOTAL, STATUS, P.O. NUMBER, CREW, and ACTION. The first transaction is dated 11/15/2019, type 'Check', number 11043, with a balance of \$0.00 and a total of \$3,650.00, status 'Paid'. The second transaction is dated 11/15/2019, type 'Billable Expense C...', with a balance of \$0.00 and a total of \$3,650.00, status 'Closed'. The third transaction is dated 09/15/2019, type 'Deposit', with a balance of \$0.00 and a total of \$48,900.00, status 'Paid'. The fourth transaction is dated 09/15/2019, type 'Invoice', number 01-1023, due date 09/15/2020, with a balance of \$0.00 and a total of \$8,400.00, status 'Paid'. The fifth transaction is dated 09/15/2019, type 'Payment', number 1256, with a balance of \$0.00 and a total of \$ 6,400.00, status 'Closed'. The sixth transaction is dated 09/09/2019, type 'Check', number 309, with a balance of \$0.00 and a total of \$1,319.11, status 'Paid'. The seventh transaction is dated 09/09/2019, type 'Check', number 311, with a balance of \$0.00 and a total of \$1,150.53, status 'Paid'. The eighth transaction is dated 09/09/2019, type 'Check', number 310, with a balance of \$0.00 and a total of \$1,306.63, status 'Paid'. A red circle with the number 2 is next to the 'Check' type in the first row.

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	P.O. NUMBER	CREW	ACTION
11/15/2019	Check	11043		\$0.00	\$3,650.00	Paid			
11/15/2019	Billable Expense C...		10/28/2016	\$0.00	\$3,650.00	Closed			
09/15/2019	Deposit			\$0.00	\$48,900.00				Print
09/15/2019	Invoice	01-1023	09/15/2020	\$0.00	\$8,400.00	Paid			Print
09/15/2019	Payment	1256		\$0.00	\$ 6,400.00	Closed			
09/09/2019	Check	309		\$0.00	\$1,319.11	Paid			
09/09/2019	Check	311		\$0.00	\$1,150.53	Paid			
09/09/2019	Check	310		\$0.00	\$1,306.63	Paid			

# Projects Center: Time Activity and Labor Costing

Set up **fully burdened Hourly Labor Rate**, including Wages, Taxes, WC, and Overhead

Use Single or Weekly Timesheets to populate

Syncs with Timesheets and QuickBooks (QB) Payroll

Group by Employee or by Service on Reports

The screenshot displays the 'Time Activity' tab for a project named 'House-New Construction'. At the top, there's a progress bar showing '42.3% Profit Margin' with 'Income' at \$252,509.00 and 'Costs' at \$145,642.88. Below this, the 'Time Activity' tab is selected, showing a table of time entries. The table has columns for DATE, SERVICE, EMPLOYEE/VENDOR#, TOTAL TIME, TOTAL COST, BILLABLE TIME, and BILLABLE AMOUNT. The data is grouped by date ranges: 06/01/2019 - 06/30/2019 and 07/01/2019 - 07/31/2019. The 07/01/2019 - 07/31/2019 group is expanded, showing various services like '03 Services 21 Cabinets & V...', '23 Floor Coverings', '22 Specialty', '24 Paint', '25 Cleanup', and '26 Landscape & Paving'. Red numbered circles (1-4) highlight specific UI elements: 1 points to the 'View by:' dropdown (set to 'Month'), 2 points to the 'Group by:' dropdown (set to 'Service'), 3 points to the expanded date range for 07/01/2019 - 07/31/2019, and 4 points to the first service entry under that date range.

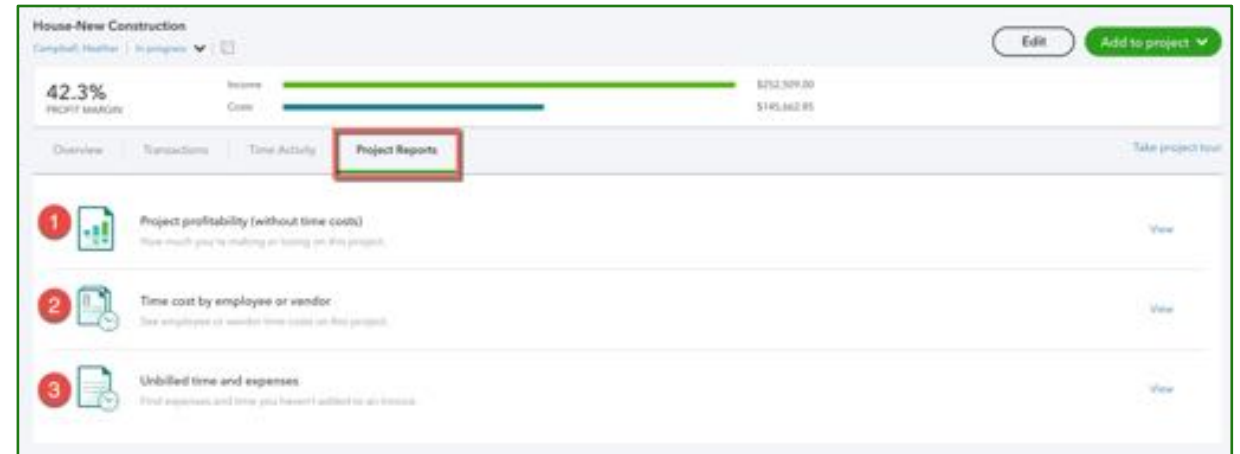
DATE	SERVICE	EMPLOYEE/VENDOR#	TOTAL TIME	TOTAL COST	BILLABLE TIME	BILLABLE AMOUNT
06/01/2019 - 06/30/2019			472:00	\$0.00	472:00	\$0.00
07/01/2019 - 07/31/2019			504:00	\$0.00	504:00	\$0.00
	03 Services 21 Cabinets & V...		56:00	\$0.00	56:00	\$0.00
	23 Floor Coverings		24:00	\$0.00	24:00	\$0.00
	22 Specialty		40:00	\$0.00	40:00	\$0.00
	24 Paint		16:00	\$0.00	16:00	\$0.00
	25 Cleanup		32:00	\$0.00	32:00	\$0.00
	26 Landscape & Paving		0:00	\$0.00	0:00	\$0.00

# Projects Center: Project Reports

P&L by Job

Time Cost by Employee or Vendor

Unbilled Time and Expenses





# Cool Features:

## Price Rules

# Price rules: What are they?

% or \$ decrease (or increase!)

## Price options appear based on:

- Customer type
- Product category
- Individual customers and/or products
- Time period

The screenshot displays the 'Invoice' form in QuickBooks Online. The form includes fields for Customer, Customer email, Billing address, Terms, Invoice date, Due date, Shipping to, Ship via, Shipping date, Tracking no., PO Number, and Date. A table lists the invoice items with columns for QTY, RATE, AMOUNT, TAX, and CLASS. A dropdown menu is open for the 'RATE' column of the first item, showing options for 'Default sales rate 100' and 'Manufacturing 50'. The 'AMOUNT' column shows a value of \$100.00. The 'TAX' column shows a value of 8%. The 'CLASS' column shows a value of 'Remission'. The 'Subtotal' is \$100.00. The 'Tax subtotal' is \$8.00. The 'Discount percent' is 0.00. The 'Shipping' field is empty. The 'Save and close' button is highlighted in green.

QTY	RATE	AMOUNT	TAX	CLASS
1	100	100.00	8%	Remission

Subtotal: \$100.00  
Tax subtotal: \$8.00  
Discount percent: 0.00  
Shipping:

# Price rules: Creating rules

Edit a price rule

Rule name

Start date optional

End date optional

Wholesale

01/01/2017

MM/DD/YYYY

Select customers

Select products or services

Set sales price or rate by

Percentage

Rounding

Select individually

All non-inventory

Percentage

Decrease by

25

%

No rounding


Apply

Customers (4)

Products and services (4)

PRODUCTS	SKU	DESCRIPTION	COST	SALES PRICE	ADJUSTED PRICE
Barnell end of Lake of the Ozarks		Barnell end of Lake of the Ozarks	10.00	30	22.5
Event Production		Event at PSU	25.00	1000	750
Nails			10.00	0.00	0.00
Wristbands - Orange	125451234		20.00	0.00	0.00

< First Previous 1-4 of 4 Next Last >



# Cool Features:

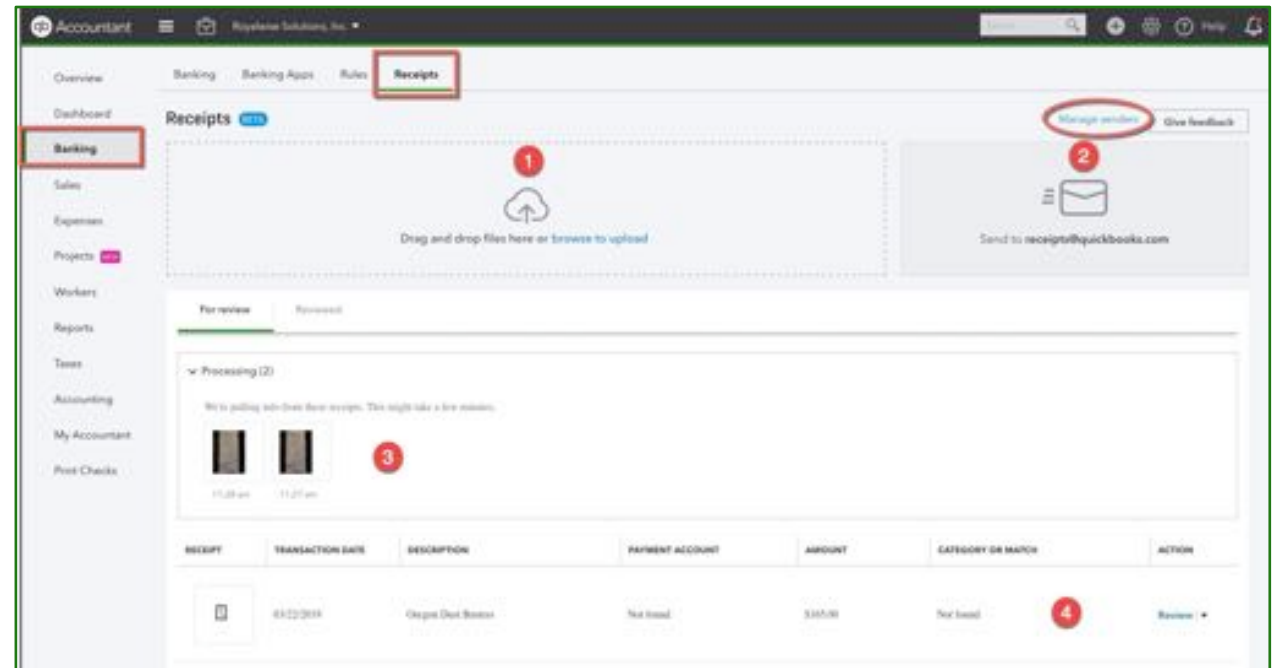
## Receipt Capture

# Receipt Capture: What is it?

Attach receipts to transactions

Create new transaction or match existing expenses

Can be sent by all users

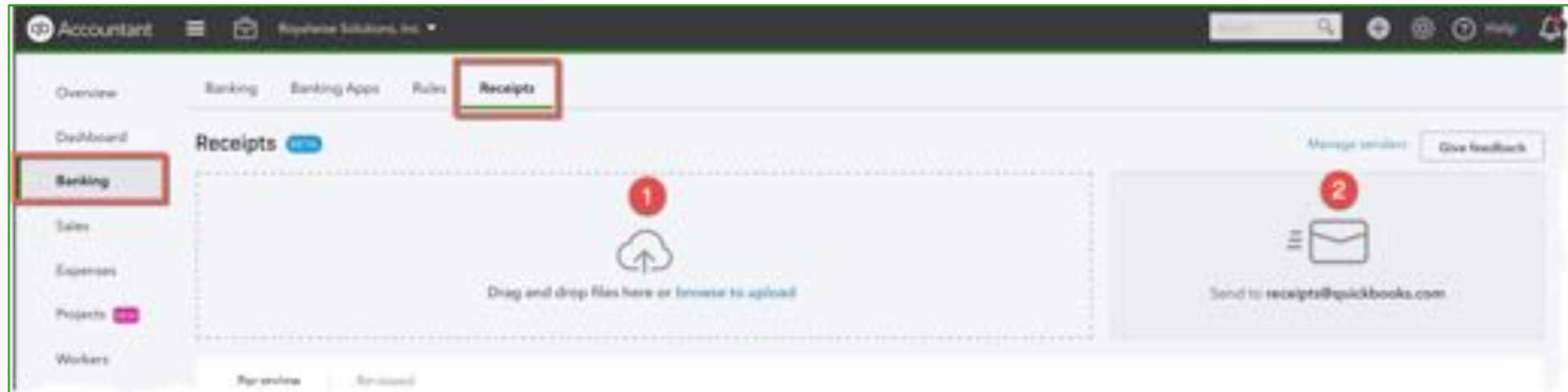


# Receipt Capture: Adding Receipts

Email receipts to [receipts@quickbooks.com](mailto:receipts@quickbooks.com)

Drag-and-drop pdf & jpgs

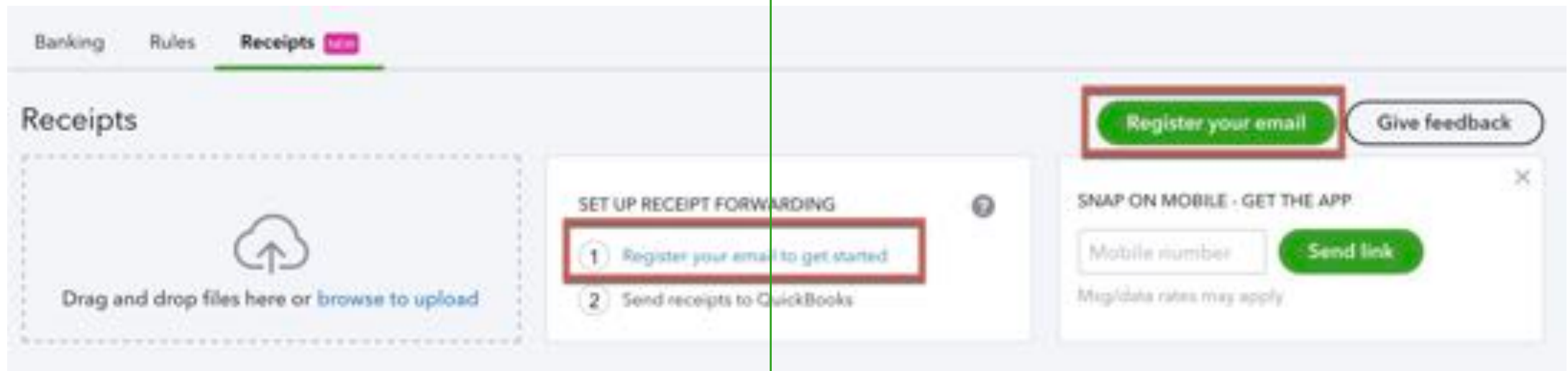
Snap photos in the smartphone app



# Receipt Capture: Set up

Banking > Receipts

Click “Register Your Email”



# Receipt Capture: Categorizing receipts

Add or verify:

Payee

Bank Account

Date

Category

Description


Amount

Memo

Customer

Billable to Customer

Uploaded receipt



Receipt details

Double-check the details and add any missing info.

Payee  
Restaurant

Bank/Credit account \*  
SWA Biz Card - 1950-Alicia's SWA

Payment date \*  
04/08/2019

Account/Category \*  
Meals and Entertainment

Description  
Woodard Group mtg at Mcmenamins Ct

Amount \*  
19.20

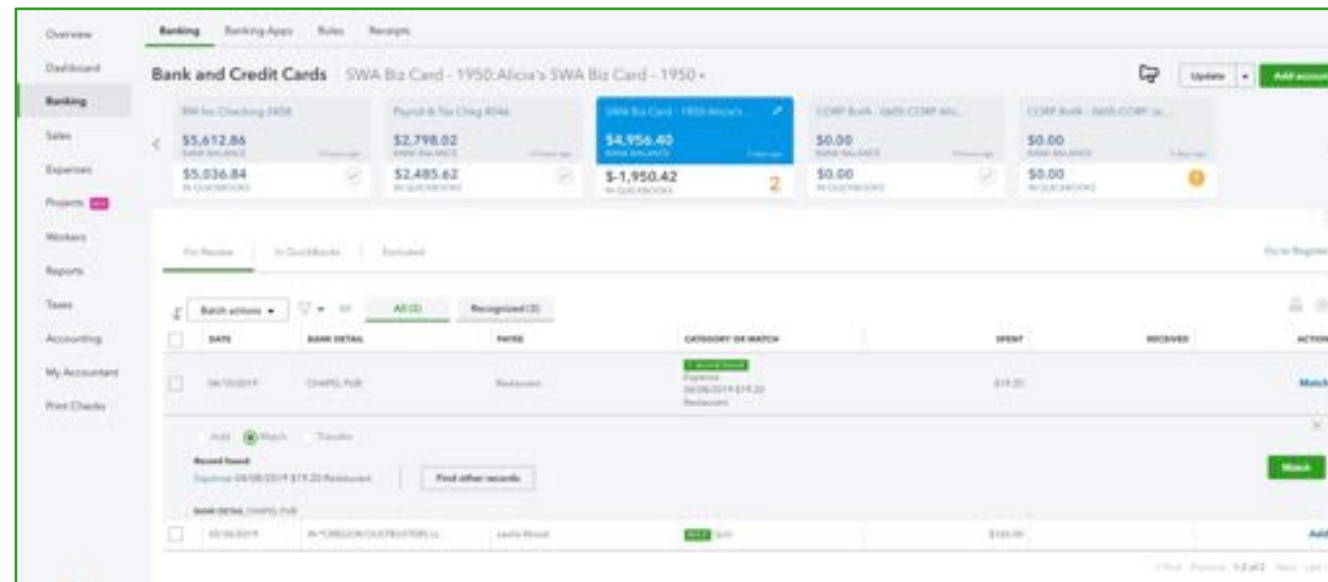
Memo  
Add note (optional)

Added 11:27 AM 04/15/2019 by katzpawlick@gmail.com

# Receipt Capture: Matching

Shows as a Match in the Banking Feed

If already in the register, it'll Match in Receipt Capture and add the image to the existing expense





# Cool Features:

## Mileage Tracker

# Mileage Tracker: In Mobile App

Set up involves turning on  
Location tracking

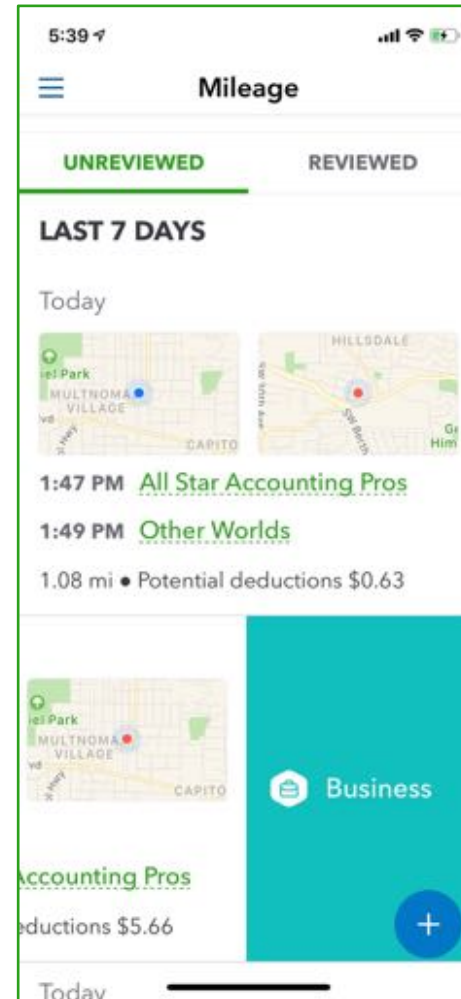
Motion & Fitness activity

Background App Refresh

Cellular Data

Swipe left for Business

Swipe right for Personal



# Mileage Tracker: In QuickBooks Online

Classify trips imported from cell phone

Add trips manually

Only Master Admin can use it

Export to Excel

The screenshot shows the QuickBooks Online Mileage Tracker interface. On the left is a navigation menu with options: Dashboard, Banking, Expenses, Sales, Projects, Workers, Reports, Taxes, **Mileage** (highlighted with a red box), Accounting, My Accountant, Print Checks, Capital, Apps, and Mobile Payments. The main content area is titled "Mileage" and includes a summary card showing a **\$72 MILEAGE DEDUCTION** (highlighted with a red box) and a "MILES DRIVEN" counter at 000231. To the right, it displays the **\$0.58 PER MILE** IRS rate. Below the summary are filters for "Type: All", "Date: All", and a "Search trips" field. A table lists trips with columns for DATE, LOCATION, DISTANCE, and TYPE. One trip is listed for 09/18/19 from Portland, OR to 3435 Northeast 58th Ave. Below the table is a map showing the route and a "Trip purpose" field. At the bottom are buttons for "Share feedback", "Cancel", and "Save". A red box highlights an export icon in the top right corner.

DATE	LOCATION	DISTANCE	TYPE
09/18/19	Portland, OR 08:11 PM 3435 Northeast 58th Ave 08:27 PM	7.30 Tax deduction: \$4.23	Business Personal



# Cool Features:

## Overview Tab

# The Overview Tab

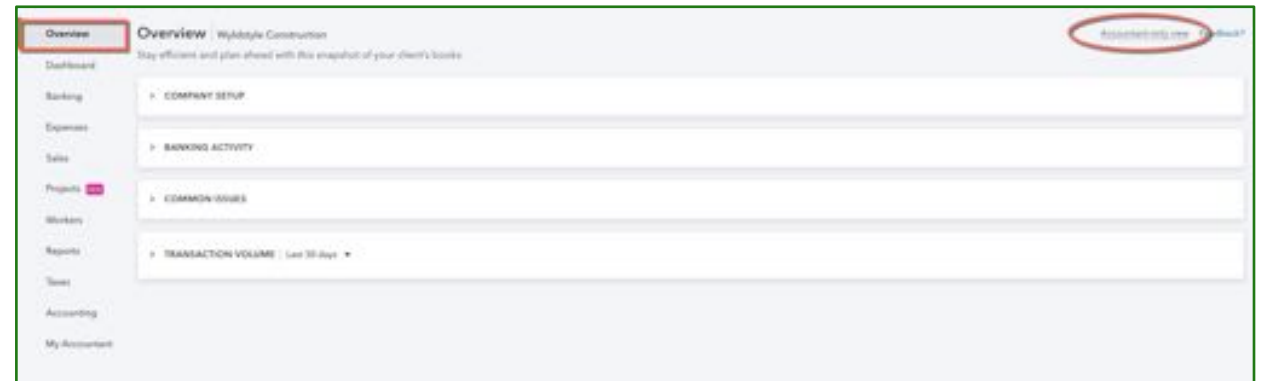
Found in:

- QuickBooks Online Advanced (QBOA) view of client file
- QBOA, all users

Monitor the health of a file

Plan how much time to allot to cleanup

Analyze for scope



# The Overview Tab: Company

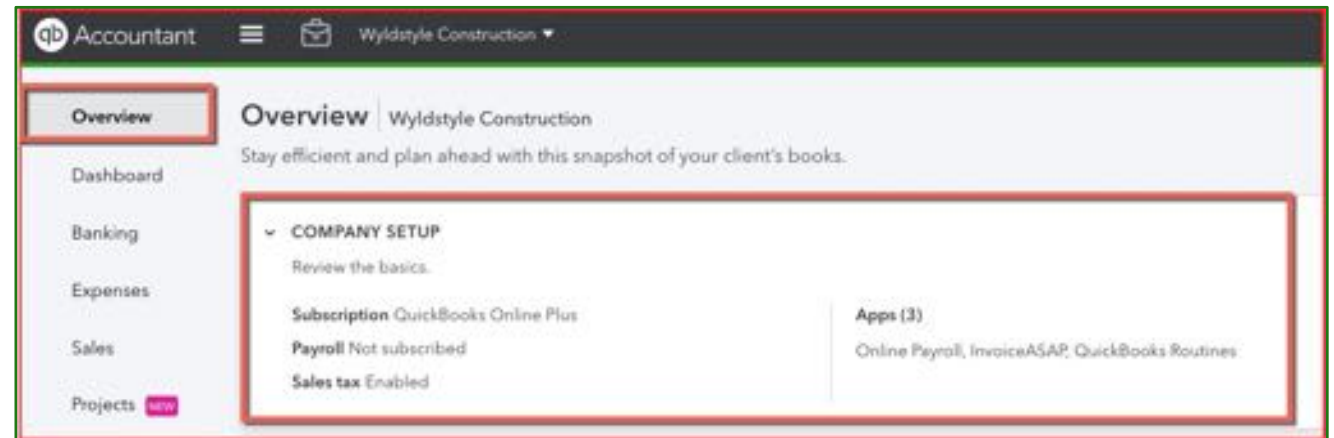
QuickBooks Online (QBO) level

Payroll Subscription

Sales Tax Status

Apps attached

- Will they save you time?
- Will they increase your scope?



# The Overview Tab: Banking Activity

Current Bank balance

In QuickBooks balance

# Unaccepted in Banking

# Unreconciled in Register

**Date of last Reconciliation**  
**If many are unreconciled...**

- Do they have high volume?
- Or did they “Reconcile” without deleting duplicate transactions??

ACCOUNTS	BANK BALANCE	QUICKBOOKS	UNACCEPTED	UNRECONCILED	RECONCILED THROUGH
Payroll Checking Account * Needs attention	\$1,191.00	\$234,910.17	142 transactions	278 transactions	04/09/2019
Company Checking Account (\$454) * Needs attention	\$4,326.71	\$ 125,495.46	1,491 transactions	1,344 transactions	03/31/2017
Cash Drawer Account No bank data (QuickBooks representation only)	---	\$276.19	---	19 transactions	Never reconciled
Mastercard Payable	\$5,446.47	\$2,181.00	754 transactions	186 transactions	Never reconciled
Visa Card Payable	\$2,841.97	\$4,333.21	823 transactions	49 transactions	Never reconciled
Bank of America No bank data (QuickBooks representation only)	---	\$240.00	---	4 transactions	Never reconciled
Chase M1	\$4,145.55	\$108,841.40	257 transactions	19 transactions	Never reconciled
Checking Account No bank data (QuickBooks representation only)	---	\$0.00	---	2 transactions	Never reconciled

# The Overview Tab: Common Issues

## Undeposited Funds:

Are they current or old?

## Uncategorized Asset:

Miscategorized refunds or transfers

## Uncategorized Income:

Bank Feed, deposit errors

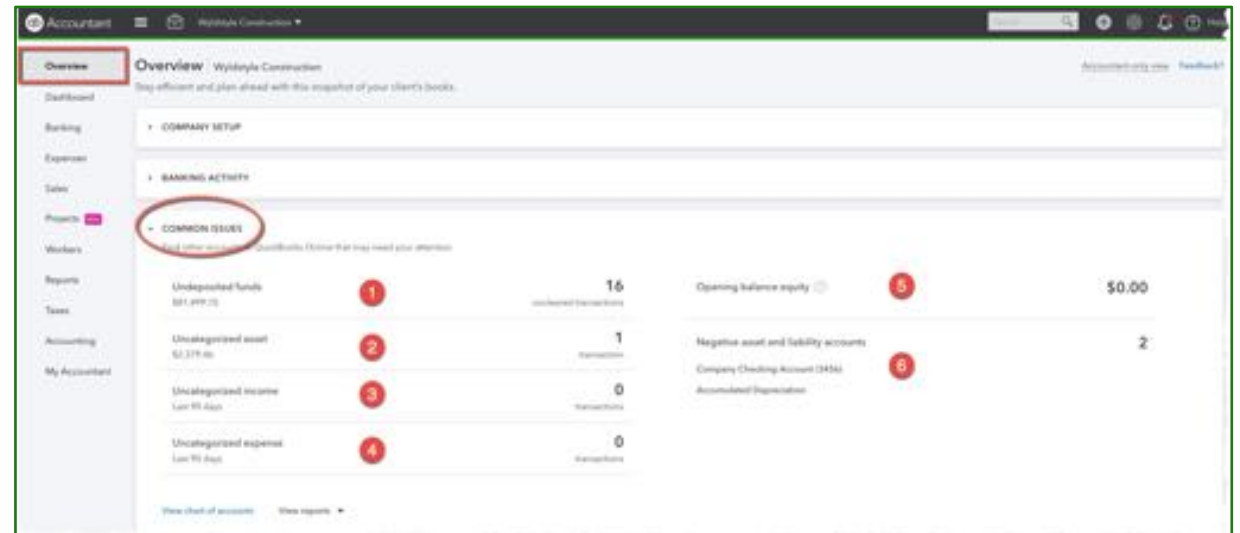
## Uncategorized Expense:

Bank Feed, added without details

**Opening Balance Equity:** Should be \$0

## Negative asset and liability accounts:

Verify debits and credits



# The Overview Tab: Transaction Volume

**Get a sense of the workload.**

Do they have high volume?

**View 30, 60, 90, 365 days**

Some periods are busier than others

**View number of transactions**

Bank Transactions

Invoices

Bills

Bill Payments





# Cool Features:

## Work & My Accountant

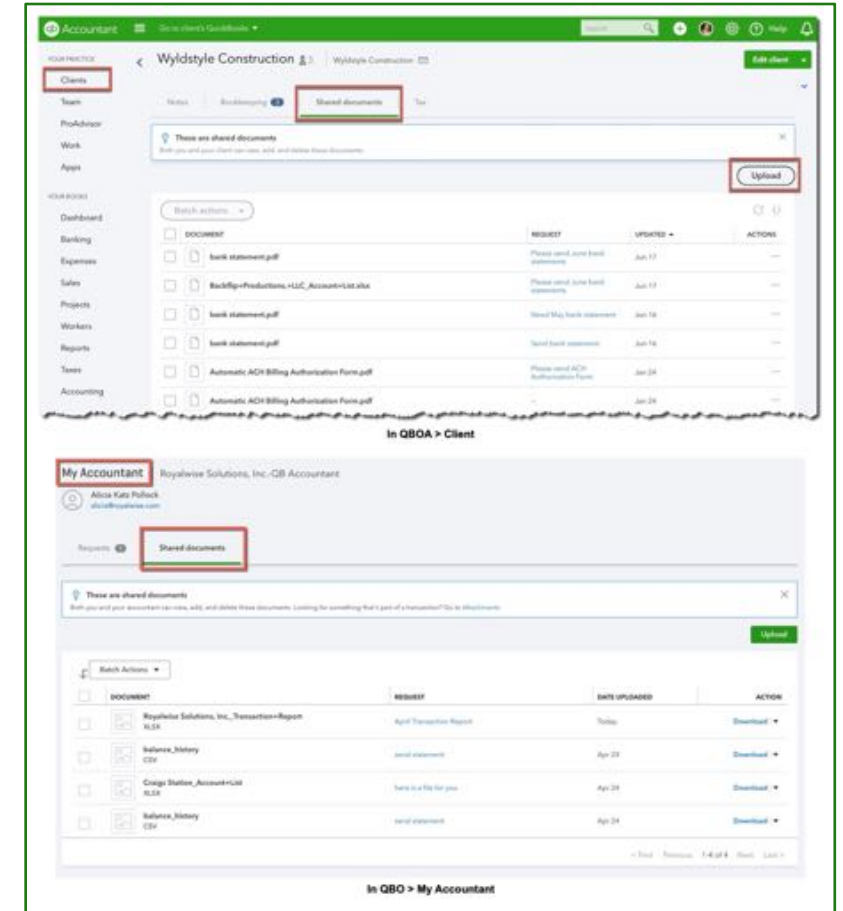
# My Accountant: Document sharing

## Share Documents with clients

- In QBOA: Clients > [Choose Client] > Shared Documents
- In QBO: My Accountant > Shared Documents

Upload pdfs & jpgs

Batch Download & Delete



# My Accountant: Client requests

In QBOA: You ask the question

Create client request

Request name \*

What is this receipt for?

Client \*

Wylstyle Construction

Due date \*

09/22/2019

Status

To do

Details

Which client is this receipt for?

Documents (1)

Adding a doc here also shares it with your client in QuickBooks.

+

 Add document

receipt for demo

JPG • Uploaded today

Download

☒ Notify client

Publish to client's Quick...

In QBO: They answer

Accountant

Wylstyle Construction

Requests

Shared documents

Overview

Dashboard

Banking

Expenses

Sales

Projects

Workers

Reports

Taxes

Mileage

Accounting

My Accountant

SEP 22

What is this receipt for?

Published today by QBOA - Royalwise Solutions

To do

Which client is this receipt for?

Documents (1)

We'll let your accountant know when you add a doc.

+

 Add document

receipt for demo

JPG • Uploaded today

Download

Comments

Have a conversation with your accountant.

It was a hard drive for Elaine Debussy. I already invoiced her for the charge.

Cancel

Post

Close



# Cool Features:

## Reclassify

# The new Reclassify Transactions experience

What's fixed:  
More Attractive  
Dates stick  
Boxes line up

New filters – Type, Class  
(including NONE),  
Customer, Vendor

**HOT TIP:**  
**Report Tools** to set date range

**Reclassify Transactions**

From: 01/01/2019 To: 09/20/2019 [Less filters](#)

Type: All Class: All Customer/Vendor name: All

Modify: All

Account: Subcontractors - COS

Find transactions

**Reclassify** 4 transaction lines selected: \$26,636.00

	DATE	TYPE	DOC NUM	ACCOUNT	DESCRIPTION	CLASS	CUSTOMER/VE...	NET AMOUNT
<input type="checkbox"/>	05/10/2019	Bill	98034	Subcontractors - C	Draw #2 - Wall Fra	Landscaping	Brenda's Framing	
<input checked="" type="checkbox"/>	02/26/2019	Bill	Wall framing	Subcontractors - C	Draw #2 - Wall Fra	Landscaping	Brenda's Framing	\$3,000.00
<input checked="" type="checkbox"/>	01/28/2019	Bill	Draw #1 Cottag	Subcontractors - C	Draw #2 - Wall Fra	Landscaping	Brenda's Framing	
<input checked="" type="checkbox"/>	03/20/2019	Bill		Subcontractors - C	granite for kitchen	New Construction	Chidester Marble	\$15,986.00
<input checked="" type="checkbox"/>	09/15/2019	Bill	56734	Subcontractors - C	Wall Framing	New Construction	High Quality Lumb	\$7,650.00
<input type="checkbox"/>	04/15/2019	Bill	payment in full	Subcontractors - C	Cabinets & Vanitie	Landscaping	Laurel's Cabinets	\$6,000.00
<input type="checkbox"/>	03/30/2019	Bill		Subcontractors - C	Cabinets & Vanitie	Landscaping	Laurel's Cabinets	\$12,532.00
<input type="checkbox"/>	03/14/2019	Bill		Subcontractors - C	Cabinets & Vanitie	Renovation	Laurel's Cabinets	\$400.00
<input type="checkbox"/>	03/14/2019	Bill		Subcontractors - C	Cabinets & Vanitie	Renovation	Laurel's Cabinets	\$100.00



# Cool Features:

## 1099 Contractor Tools

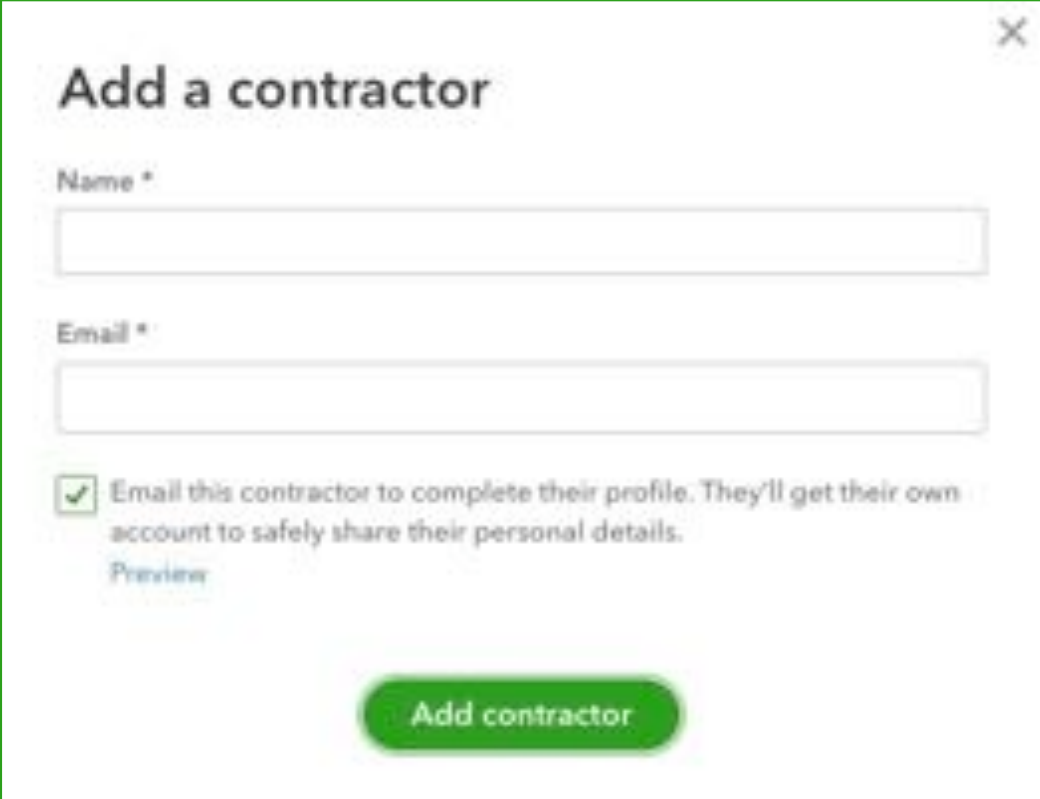
# 1099 Tools: Setting up subcontractors

Add new potential 1099 Subcontractors through Workers > Contractors

QBO sends them an invitation to create their W-9 using QuickBooks Self-Employed

- They can turn this into a QBSE subscription

You receive their company address & EIN or SSN



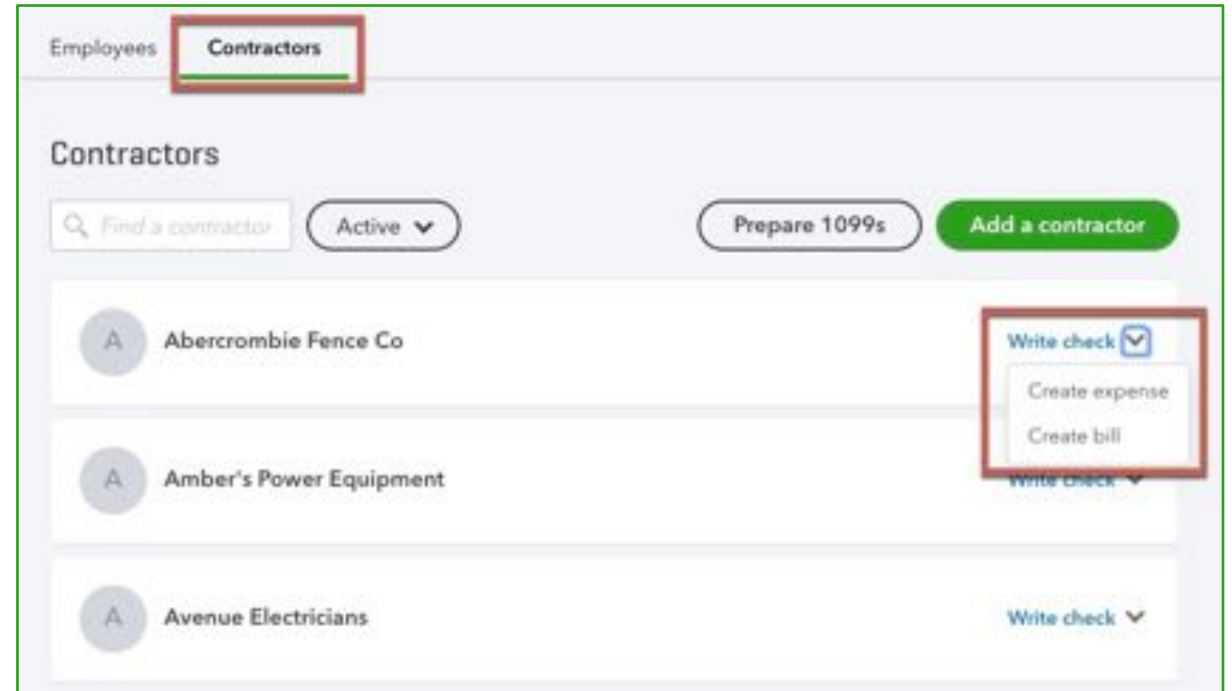
The screenshot shows a modal window titled "Add a contractor" with a close button (X) in the top right corner. The form contains two required fields: "Name \*" and "Email \*", each with a text input box. Below the email field is a checkbox that is checked, with the text "Email this contractor to complete their profile. They'll get their own account to safely share their personal details." and a link labeled "Preview". At the bottom right of the form is a green button labeled "Add contractor".

# 1099 Tools: Paying subcontractors

Use the Contractors Center to write Checks, create Expenses, or create Bills.

This filters the Vendors for 1099 eligibility by payment method.

If you use QuickBooks Payroll, you can even pay them for \$2/mo.



# 1099 Tools: Sending 1099s

Use the 1099 Wizard to send 1099s in-product

- \$15.99 for 3, \$5 each after
- You specify Categories in Box 7
- Filters for >\$600
- Filters for payment method
- Sends 1099s electronically to the QBSE portal they created.
- Mails paper copies
- Submits to the IRS for you.

Prepare 1099s

Categorize payments to contractors (or 1099 vendors)

Select the box for the types of payments you made. Then select the expense accounts you use for these payments. Not sure which categories to choose?

- ☐ Box 1: Rents
- ☐ Box 2: Royalties
- ☐ Box 3: Other Income
- ☐ Box 4: Federal Tax Withheld
- ☐ Box 5: Fishing Boat Proceeds
- ☐ Box 6: Medical Payments
- ☒ Box 7: Nonemployee Compensation

Multiple Accounts

- ☐ Credit Card Receivables
- ☐ Employee Tax Loan
- ☐ Inventory Asset
- ☐ Payroll Contributions
- ☐ Payroll Refunds
- ☒ Prepaid Expenses
- ☐ Uncategorized Asset
- ☐ Undeposited Funds

Tip: Most contractor payments are categorized in Box 7.

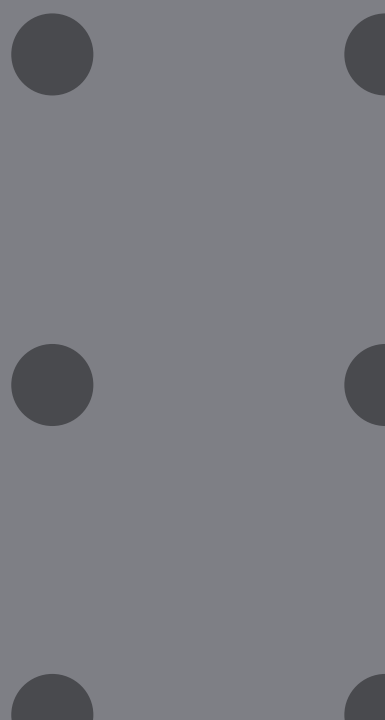
Box & Training, Subcontractors, Web/Delivery Systems, Advertising/Promotional, Marketing.

Back Save and Finish later



## **ProConnect Tax Online**

Now that we've seen what's hot and cool in QuickBooks Online, let's see how it affects your tax prep!





Cool new features in  
ProConnect Tax Online

OWN  
THE  
FUTURE



# The evolution of ProConnect Tax Online



**ProConnect Tax Online is the #1 Web Based Pro Tax Product**

# **ProConnect Tax Online**

**16,000+ Firms & Growing**

**Highest User Satisfaction to Date**

# ProConnect Tax Online

## 100% Online Tax Solution

Always up to date without downloads or installation

No infrastructure costs or maintenance



# ProConnect Tax Online

## Flexible to you and your needs

Unlimited number of users

Mac or PC Computers

iOS, Android or Windows devices

QBOA Integration

Chat and phone support



# Supports 5600 forms... and counting.

- 990** Organization Exempt from Income Tax
- 1120** Corporation Income Tax Return
- 1040** Individual Income Tax Return
- 1041** Individual Tax Return for Estates & Trusts
- 1120s** S Corporation Income Tax Return
- 1065** Return of Partnership Income
- 709** Gift Tax Return





# Vision

# Our Vision

Complete any return  
confidently within minutes

# How to achieve this vision

## FROM

- Accountants spend 65% of their time on data collection and data entry
- 

- Not all firms work the same
- 

- Many disparate tools needed to manage firm, work, and client

## TO

- Automate tax workflow

- Provide customization using advanced technology
- 

- Integrated tools to connect you to your work and clients



# Hot New Features

# Customization and personalization

Customization available to help give you control and flexibility

## Access control

Control who has access to firm information as well as specific clients.

Access control is across QBOA and PTO.

## Organizer templates

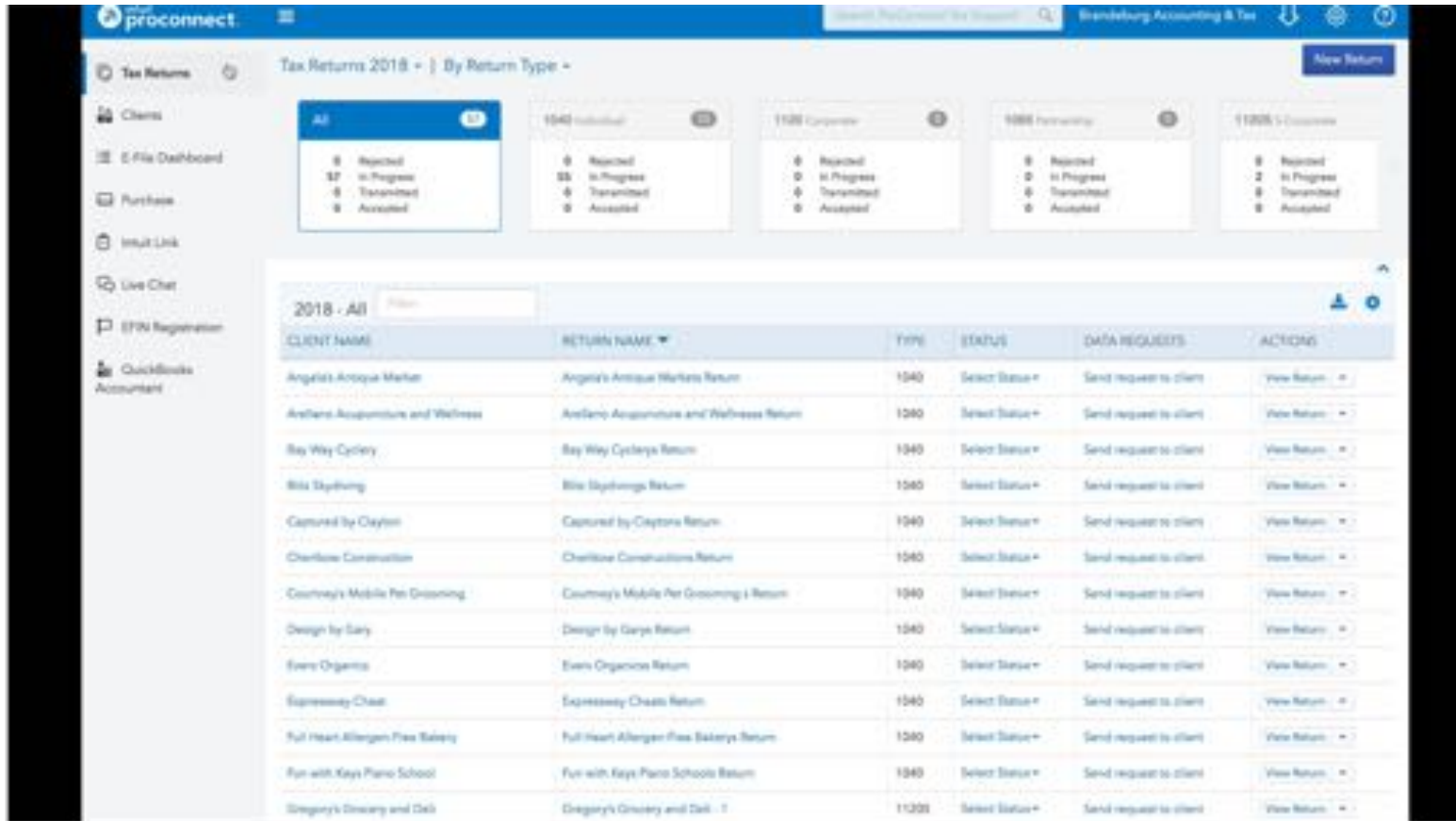
Create as many custom organizer templates as you'd like. We also provide quick start templates for individual, s-corp and partnership.

## Business collaboration

Collaborate with your **business clients** through Link in TY19.

Link's all new organizer templates and collaboration capabilities will provide you and your clients frictionless collaboration with significant time savings.

# Access controls



The screenshot displays the ProConnect software interface for managing tax returns. The top navigation bar includes the ProConnect logo, a search bar, and the user's name 'Brandenburg Accounting & Tax'. The left sidebar contains navigation links for 'Tax Returns', 'Clients', 'E-File Dashboard', 'Purchase', 'Input Link', 'Live Chat', 'EFile Registration', and 'QuickBooks Accountant'. The main content area is titled 'Tax Returns 2018 - By Return Type -' and features a 'New Return' button. Below the title, there are five summary cards for different return types: 'All', '1040 Individual', '1040 Corporate', '1065 Partnership', and '1120S S Corporation'. Each card shows counts for 'Rejected', 'In Progress', 'Transmitted', and 'Accepted' returns. Below these cards is a table listing individual tax returns for 2018.

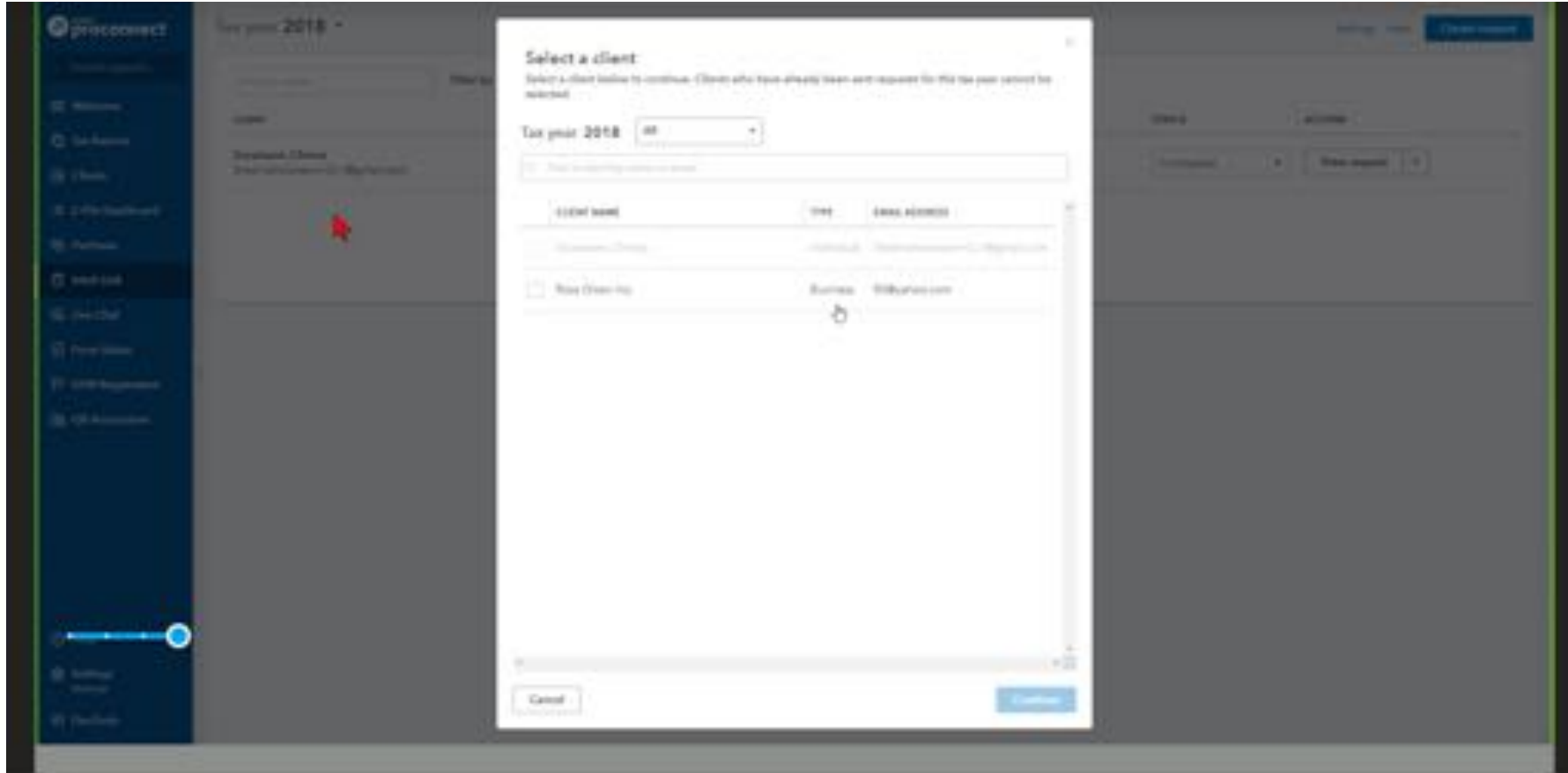
CLIENT NAME	RETURN NAME	TYPE	STATUS	DATA REQUESTS	ACTIONS
Angela's Antique Market	Angela's Antique Market Return	1040	Select Status +	Send request to client	View Return -
Ardene Acupuncture and Wellness	Ardene Acupuncture and Wellness Return	1060	Select Status +	Send request to client	View Return -
Bay Way Cycles	Bay Way Cycles Return	1040	Select Status +	Send request to client	View Return -
Bike Skydiving	Bike Skydiving Return	1060	Select Status +	Send request to client	View Return -
Captured by Clayton	Captured by Clayton Return	1040	Select Status +	Send request to client	View Return -
Cherlene Construction	Cherlene Construction Return	1060	Select Status +	Send request to client	View Return -
Courtney's Mobile Pet Grooming	Courtney's Mobile Pet Grooming Return	1040	Select Status +	Send request to client	View Return -
Design by Gary	Design by Gary Return	1040	Select Status +	Send request to client	View Return -
Evans Organics	Evans Organics Return	1040	Select Status +	Send request to client	View Return -
Expressway Chats	Expressway Chats Return	1040	Select Status +	Send request to client	View Return -
Full Heart Allergen Free Bakery	Full Heart Allergen Free Bakery Return	1060	Select Status +	Send request to client	View Return -
Fun with Keys Piano School	Fun with Keys Piano School Return	1040	Select Status +	Send request to client	View Return -
Gregory's Grocery and Deli	Gregory's Grocery and Deli - 1	1120S	Select Status +	Send request to client	View Return -

Firm-level controls

Client-level controls

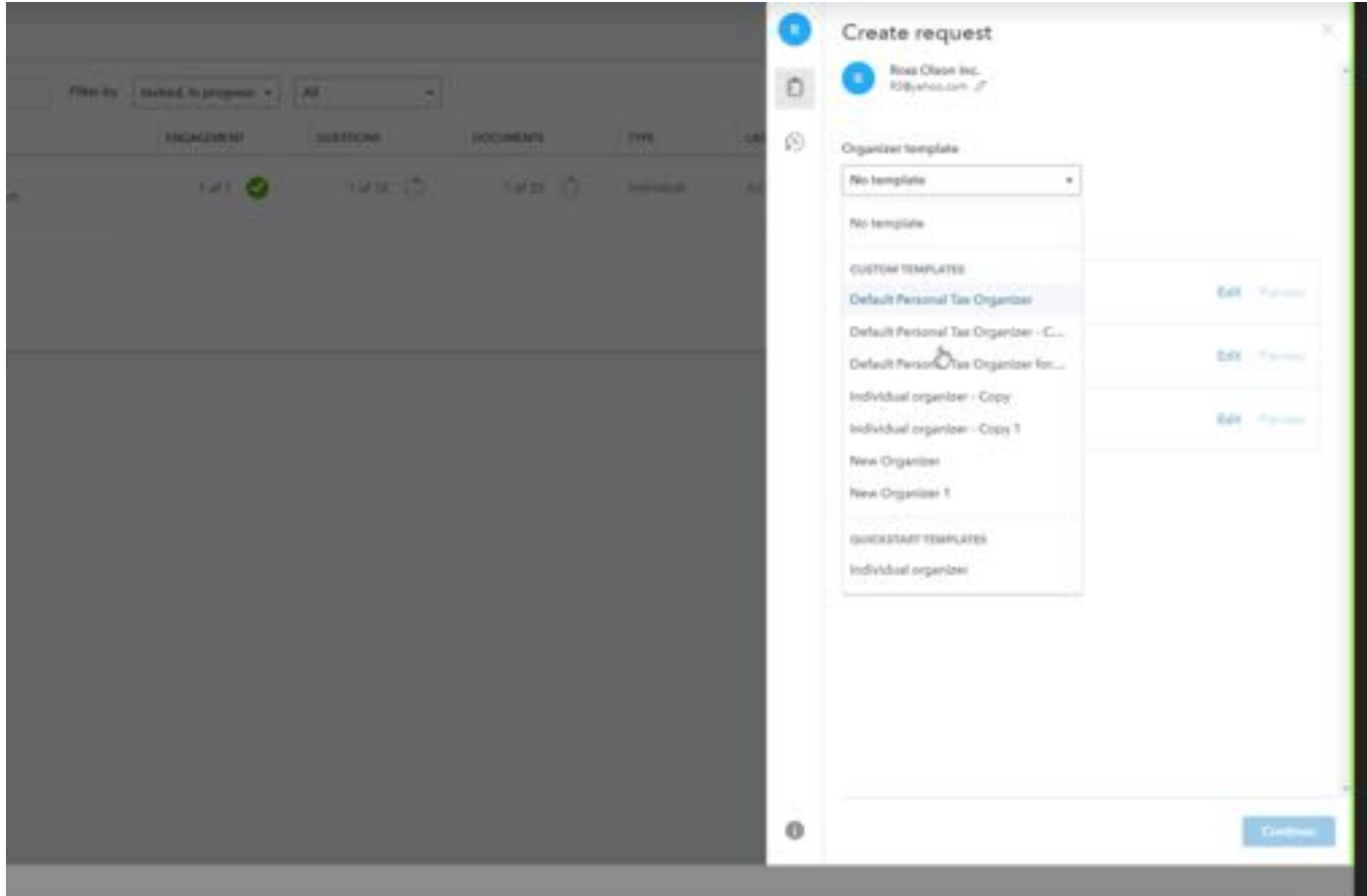
Coming soon!  
eFile controls

# Business organizer templates



**“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”**

# Business organizer templates



**“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”**

# Business organizer templates

The image shows a 'Send invite' dialog box overlaid on a dark-themed application interface. The dialog box has a title bar 'Send invite' with a close button. It contains the following fields and text:

- To\***: A text input field with the placeholder 'Add email address'.
- Subject\***: A text input field containing the text 'Getting Ready for Tax Time'.
- Message\***: A text area containing the following text:

Hello Ross Olsen Inc.

I'm using Intuit Link to collect your tax info this year. Please sign in here so we can get started.

Thank you,  
Shelton

At the bottom of the dialog box, there are two buttons: 'Cancel' on the left and 'Publish and send email' on the right.

The background application interface is dimmed and shows a sidebar on the left with a 'Tax year: 2018' dropdown. The main area on the right is titled 'Create request' and includes a 'Requester' field with 'Ross Olsen Inc.' and a 'Requester email' field. Below this is an 'Organizer template' dropdown set to 'Individual organizer'. There are also checkboxes for 'Engagement letter', 'Questions', and 'Document creation'.

**“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”**

# Business collaboration

## Data apply

Auto categorization

We have the capability to import 7 different source docs to a tax return.

Last season the overall accuracy of the applied documents was >96%

## Review client activity & track your progress

View client activity feed within Link and tag your review activity with statuses.

## Enhanced navigation & review

Simplified navigation to your desired inputs

We are working to automate data collection and input...while providing tools for quick review

# Data apply

## Step 1

### **Receive** documents:

Uncategorized documents will be automatically categorized with AI/ML

## Step 2

### **Review** documents:

You can view the documents at the dashboard or in the context of the tax return

## Step 3

### **Apply** documents

Successfully extracted documents may be applied using the import feature

# Data apply

proconnect

150%

Home

1 of 1

Logout

Home

Tax Returns

Clients

E-File Dashboard

Purchase

Input Link

Live Chat

Form Status

EPIN Registration

QB Account

Boeing.pdf

150%

2015 W-2 Earnings Summary

W-2 Federal Filing Copy

W-2 State, City or Local Filing Copy

Electronic Filing (W-2)

Employee Information (if different than Client Information)

Electronic Filing (W-2 State/Local)

Cancel

Back

Import

W-2 Federal Filing Copy				2015 W-2 Earnings Summary				W-2 State, City or Local Filing Copy			
Form W-2 Wages and Tax Statement 2015				Form W-2 Wages and Tax Statement 2015				Form W-2 Wages and Tax Statement 2015			
Copy 1 to be filed with Employer's Federal Tax Return				Copy 1 to be filed with Employer's State, City or Local Income Tax Return				Copy 1 to be filed with Employer's State, City or Local Income Tax Return			
Department of the Treasury - Internal Revenue Service				Department of the Treasury - Internal Revenue Service				Department of the Treasury - Internal Revenue Service			
OMB No. 1545-0047				OMB No. 1545-0047				OMB No. 1545-0047			
Wages, tips and other compensation	1	48750.00	48750.00	Wages, tips and other compensation	1	48750.00	48750.00	Wages, tips and other compensation	1	48750.00	48750.00
Federal income tax withheld	2	1000.00	1000.00	Federal income tax withheld	2	1000.00	1000.00	Federal income tax withheld	2	1000.00	1000.00
State income tax withheld	3	1000.00	1000.00	State income tax withheld	3	1000.00	1000.00	State income tax withheld	3	1000.00	1000.00
Local income tax withheld	4	1000.00	1000.00	Local income tax withheld	4	1000.00	1000.00	Local income tax withheld	4	1000.00	1000.00
Retirement plan	5	0.00	0.00	Retirement plan	5	0.00	0.00	Retirement plan	5	0.00	0.00
Health, dental, vision, etc.	6	0.00	0.00	Health, dental, vision, etc.	6	0.00	0.00	Health, dental, vision, etc.	6	0.00	0.00
Life insurance	7	0.00	0.00	Life insurance	7	0.00	0.00	Life insurance	7	0.00	0.00
Other benefits	8	0.00	0.00	Other benefits	8	0.00	0.00	Other benefits	8	0.00	0.00
Total	9	50000.00	50000.00	Total	9	50000.00	50000.00	Total	9	50000.00	50000.00
Employer's federal ID number	10	91-000-0000	91-000-0000	Employer's federal ID number	10	91-000-0000	91-000-0000	Employer's federal ID number	10	91-000-0000	91-000-0000
Employer's state ID number	11	0000000000	0000000000	Employer's state ID number	11	0000000000	0000000000	Employer's state ID number	11	0000000000	0000000000
Employer's city or local ID number	12	0000000000	0000000000	Employer's city or local ID number	12	0000000000	0000000000	Employer's city or local ID number	12	0000000000	0000000000
Employer's name	13	BOEING COMPANY		Employer's name	13	BOEING COMPANY		Employer's name	13	BOEING COMPANY	
Employer's address	14	400 West 123rd Street		Employer's address	14	400 West 123rd Street		Employer's address	14	400 West 123rd Street	
Employer's city	15	Seattle, WA		Employer's city	15	Seattle, WA		Employer's city	15	Seattle, WA	
Employer's state	16	WA		Employer's state	16	WA		Employer's state	16	WA	
Employer's zip	17	98101		Employer's zip	17	98101		Employer's zip	17	98101	
Employer's tax type	18	00		Employer's tax type	18	00		Employer's tax type	18	00	
Employer's tax code	19	00		Employer's tax code	19	00		Employer's tax code	19	00	
Employer's tax rate	20	0.00		Employer's tax rate	20	0.00		Employer's tax rate	20	0.00	
Employer's tax base	21	0.00		Employer's tax base	21	0.00		Employer's tax base	21	0.00	
Employer's tax amount	22	0.00		Employer's tax amount	22	0.00		Employer's tax amount	22	0.00	

RETAIN THIS STATEMENT FOR YOUR RECORD

W-2 Federal Filing Copy

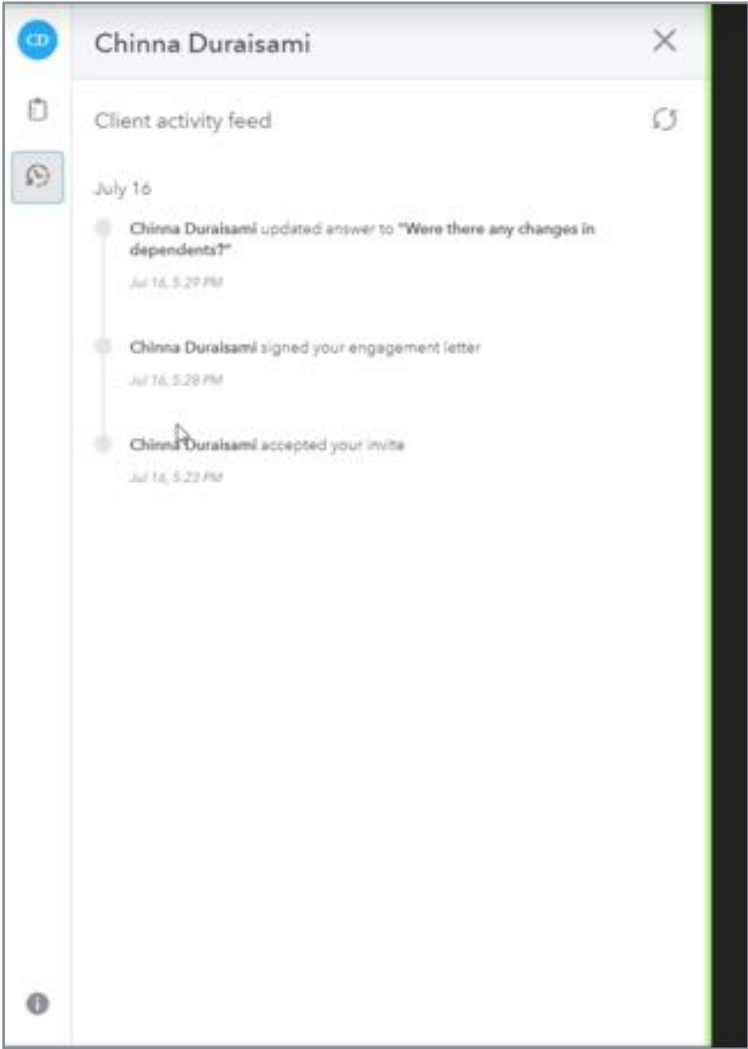
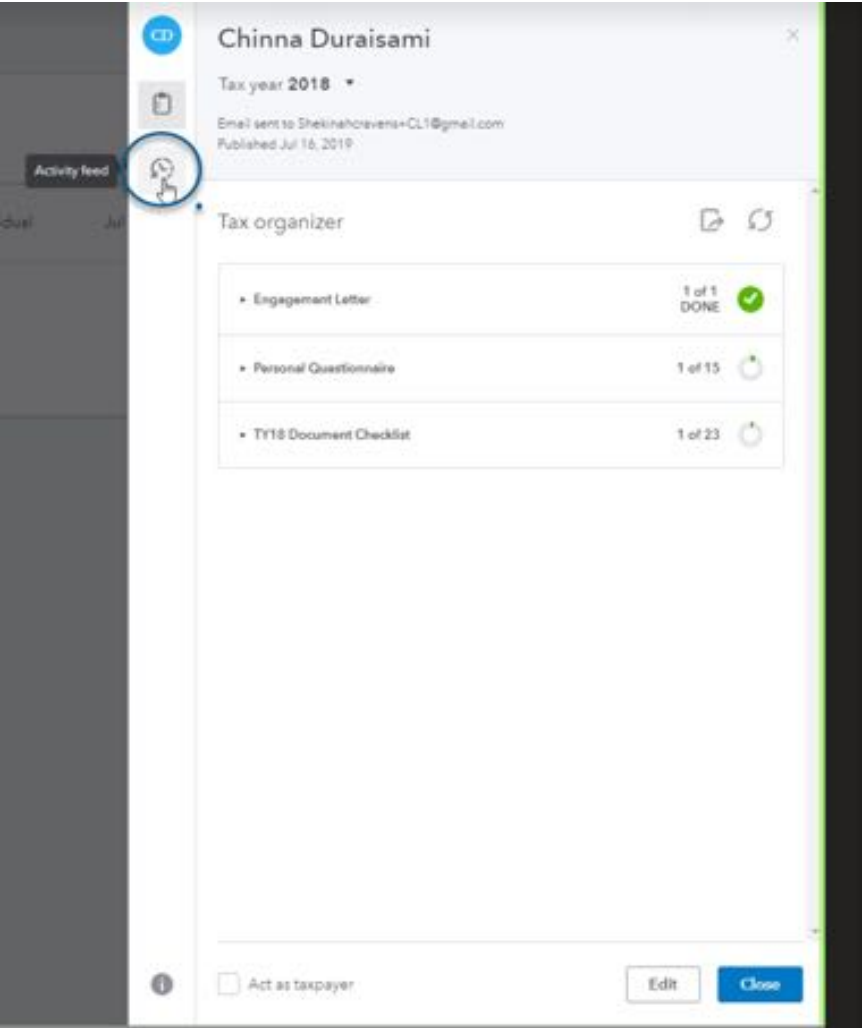
2015 W-2 Miscellaneous Information

Cancel

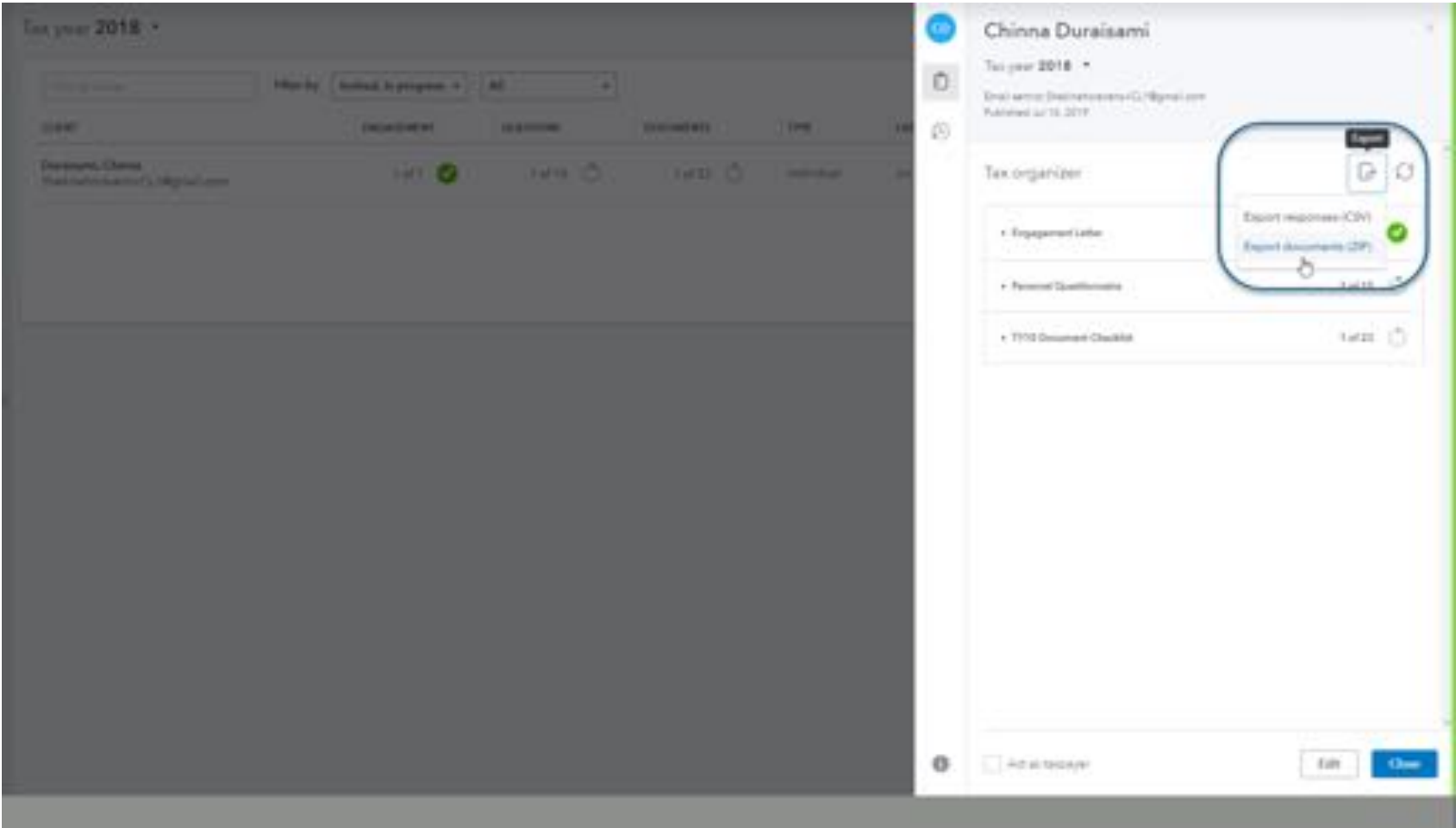
Back

Import

# Review client activity and track your progress



# Review client activity and track your progress





# Enhanced Navigation and Review

# How is it enhanced?

## Shortened Table of Contents

1. Removed duplicate items
2. Removed sections of screens

## Grouped Related Items

1. Grouped related screens in the Table of Contents
2. Grouped related sections of longer screens into jobs



Quick Entry Interest Income

Interest Income

Interest Income

NO	Interest Income	Interest Income	Interest Income	Interest Income	Interest Income	Interest Income	Interest Income	Interest Income
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Interest Income

# 1. Removed duplicate screens

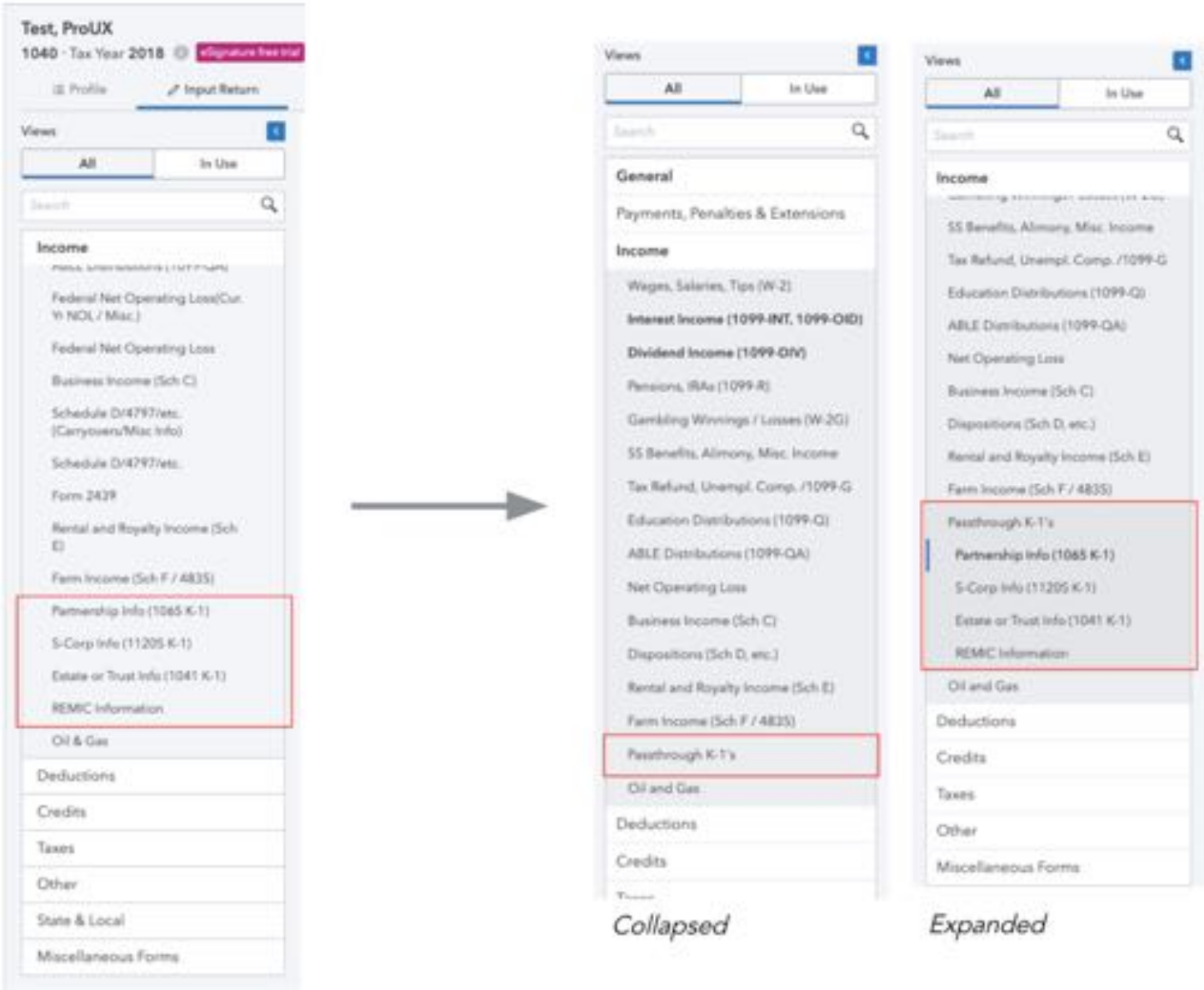
General
Payments, Penalties & Extensions
Income
Wages, Salaries, Tips (W-2)
Employer Information (MANDATORY for e-file)
Wages
State and Local
Other Information
Electronic Filing (W-2)
Electronic Filing (W-2 State/Local)
Substitute for Form W-2 (4852)
Interest Income (1099-INT, 1099- OID)(General Information)
Interest Income (1099-INT, 1099-OID)
Dividend Income (1099-DIV) (General Information)
Dividend Income (1099-DIV)
Pensions, IRAs (1099-R)(Disaster Carryovers)
Pensions, IRAs (1099-R)



General
Payments, Penalties & Extensions
Income
Wages, Salaries, Tips (W-2)
Interest Income (1099-INT, 1099-OID)
Dividend Income (1099-DIV)
Pensions, IRAs (1099-R)
Gambling Winnings / Losses (W-2G)
SS Benefits, Alimony, Misc. Income
Tax Refund, Unempl. Comp. /1099-G
Education Distributions (1099-Q)
ABLE Distributions (1099-QA)
Net Operating Loss

## 2. Removed sections of screens

3. Grouped related screens in the Table of Contents







# Integrations

# Integrations

## **DocuSign** **(Coming Soon!)**

Integration with DocuSign to support your need to sign any document, anytime and anywhere.

## **QBOA** **Prep for Tax**

Quickly move year end balances directly into the tax return...with just a few clicks.

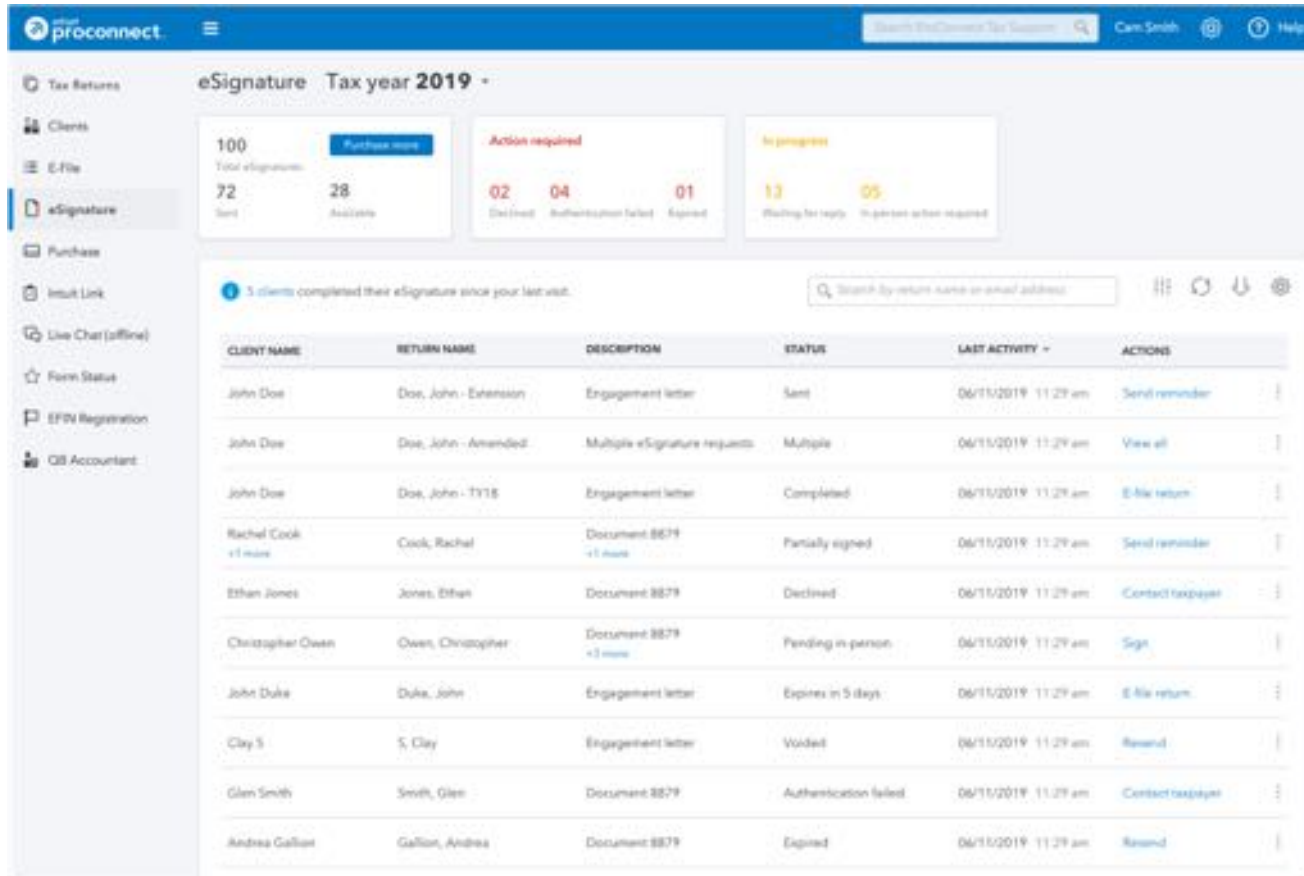
## **Karbon** **(Coming Soon!)**

Bringing together where you work with where you manage your work.

Enhance capabilities by orchestrating integrations to eliminate manual non-value add work

**“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”**

# DocuSign integration (Coming Soon!)



New eSignature dashboard

Upload ANY document for eSignature

Can have clients eSign in office using “in-person workflow”

“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”

# DocuSign integration

The screenshot shows the 'Request eSignature' modal window in the ProConnect interface. The modal has a progress bar at the top with four steps: 1. Select documents (active), 2. Add recipients, 3. Payment & Reminders, and 4. Review & Submit. Below the progress bar, there is a text prompt: 'Select documents for client review. You can also upload your own documents.' This is followed by a 'Select document type' dropdown menu and a 'Browse file' button. A table lists available documents with checkboxes for selection. The table has three columns: 'DOCUMENT TYPE', 'DOCUMENT NAME', and 'ACTIONS'. The documents listed are 'efile authorization forms', 'Federal 5579', 'CA 5579', and 'Client copy of tax return'. Each document has a 'View' link in the 'ACTIONS' column. At the bottom of the modal, there is a 'Terms of service' link, a 'Cancel' button, and a 'Next' button.

Request eSignature

1 2 3 4  
Select documents Add recipients Payment & Reminders Review & Submit

Select documents for client review. You can also upload your own documents.

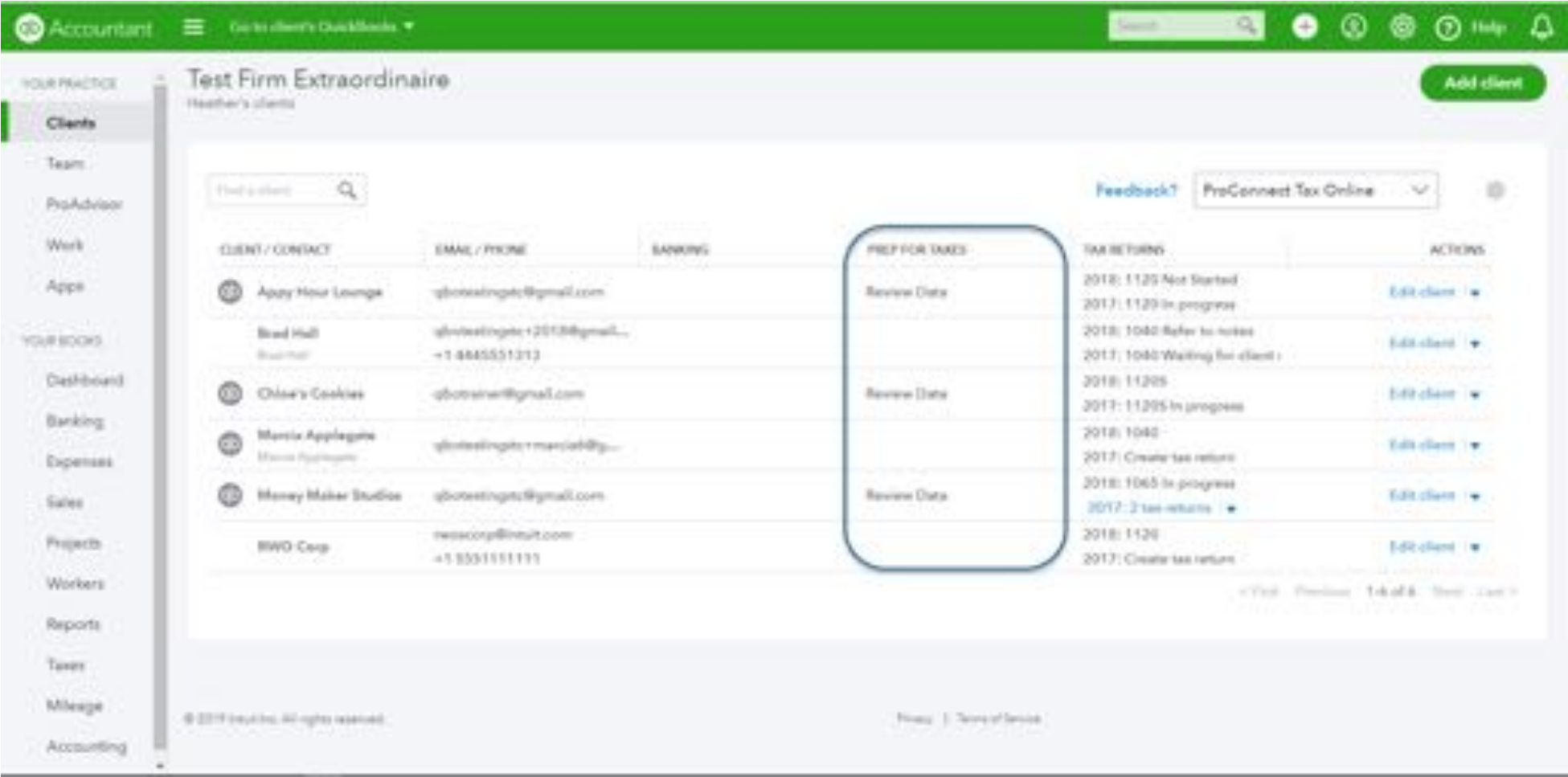
Select document type

<input type="checkbox"/>	DOCUMENT TYPE	DOCUMENT NAME	ACTIONS
<input checked="" type="checkbox"/>	efile authorization forms	efile authorization forms	<a href="#">View</a>
<input checked="" type="checkbox"/>	Federal 5579	Federal 5579	<a href="#">View</a>
<input checked="" type="checkbox"/>	CA 5579	CA 5579	<a href="#">View</a>
<input type="checkbox"/>	Client copy of tax return		<a href="#">View</a>

[Terms of service](#)

**“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”**

# Prep for Taxes in QuickBooks Online Accountant



# Prep for Taxes

Money Maker Studios

Prep for taxes Tax year 2018

01/01/2018 - 12/31/2018 Accrual basis

Review and adjust Tax mapping

Choose tax option

Feedback

Balance sheet

ACCOUNTS	YEAR 2018	YEAR 2017	\$ CHANGE	ADJUSTING ENTRIES	ACTIONS
<strong>ASSETS</strong>					
Current Assets					
Bank Accounts	\$515,670,400.00	\$2,000,000.00	\$513,670,400.00	\$0.00	
Accounts Receivable	\$1,000,000.00	—	\$1,000,000.00	\$0.00	
Other Current Assets	\$1,000,000.00	\$500,000.00	\$500,000.00	\$0.00	
Total Current Assets	\$517,670,400.00	\$2,500,000.00	\$515,170,400.00	\$0.00	
Fixed Assets					
Audio/Video Equipment	\$0.00	—	\$0.00	\$0.00	
Total Fixed Assets	\$0.00	—	\$0.00	\$0.00	
Other Assets	\$200,000.00	\$100,000.00	\$100,000.00	\$0.00	
TOTAL ASSETS	\$517,870,400.00	\$2,600,000.00	\$515,270,400.00	\$0.00	
<strong>LIABILITIES AND EQUITY</strong>					

1. Set the tax basis without affecting the settings in QuickBooks
2. Accounts are now organized by Balance Sheet and Profit & Loss reports
3. Collapse and Expand account hierarchy
4. Make adjustments and add notes or attachments

# Prep for Taxes review process

Money Maker Studios

Review and adjust Tax mapping

2 changes since February 14, 2019

You made 2 changes since October 2, 2019

Accept changes View changes

Balance sheet

ACCOUNTS YEAR 20

ASSETS

Current Assets	\$517,670,400
Fixed Assets	\$0
Other Assets	\$200,000
TOTAL ASSETS	\$517,870,400

LIABILITIES AND EQUITY

Liabilities	\$1,200,000
Equity	\$516,670,400
TOTAL LIABILITIES AND EQUITY	\$517,870,400

			NAME	DATE CREATED	AMOUNT	
Entry	---		---	12/31/2018		Edit View audit log
Entry	---		---	12/31/2018		Edit View audit log

# Changes are accepted!

Menu

Money Maker Studios

Search

Help

Prep for taxes

Tax year: 2018

01/01/2018 - 12/31/2018 | Annual basis

Choose tax option

Feedback?

Review and adjust

Tax mapping

Balance sheet

ACCOUNTS

YEAR 2018

YEAR 2017

\$ CHANGE

ADJUSTING ENTRIES

ACTIONS

ASSETS

Current Assets

Fixed Assets

Other Assets

TOTAL ASSETS

LIABILITIES AND EQUITY

Liabilities

Equity

TOTAL LIABILITIES AND EQUITY

Profit and loss

ACCOUNTS	YEAR 2018	YEAR 2017	\$ CHANGE	ADJUSTING ENTRIES	ACTIONS
ASSETS					
Current Assets	\$117,470,400.00	\$2,500,000.00	\$515,170,400.00	\$0.00	
Fixed Assets	\$135,000.00	\$0.00	\$135,000.00	\$135,000.00	
Other Assets	\$200,000.00	\$100,000.00	\$100,000.00	\$0.00	
TOTAL ASSETS	\$518,005,400.00	\$2,600,000.00	\$515,405,400.00	\$135,000.00	
LIABILITIES AND EQUITY					
Liabilities	\$1,200,000.00	\$2,600,000.00	\$-1,400,000.00	\$0.00	
Equity	\$116,805,400.00	\$0.00	\$516,805,400.00	\$151,000.00	
TOTAL LIABILITIES AND EQUITY	\$518,005,400.00	\$2,600,000.00	\$515,405,400.00	\$151,000.00	
Profit and loss					

qb intuit quickbooks.

CONNECT

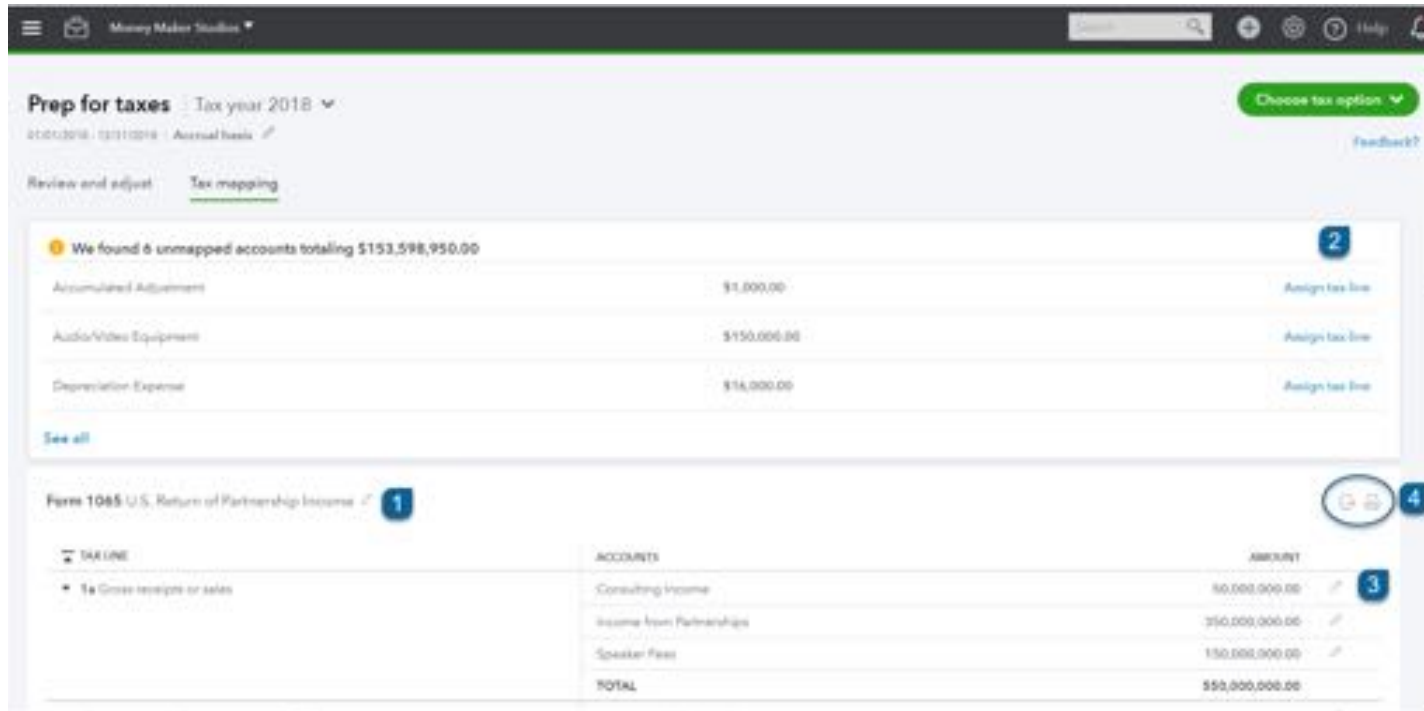
#QBConnect

@Royalwise

@HSatterley

79

# Map Accounts to ProConnect Tax Online



1. Select the tax return type
2. Assign unmapped accounts to tax lines
3. Review existing mapping
4. Export mapping to Excel or print

# Create the tax return

Money Maker Studio

Search

+

⚙️

?

Help

🔔

Prep for taxes

Tax year 2018

01/01/2018 - 12/31/2018 Annual basis

Review and adjust

Tax mapping

Choose tax option

Update existing return

Create new return

Export CSV file

We found 2 unmapped accounts totaling \$152,731,950.00

Gain on Sale of Stock

\$2,581,950.00

Assign tax line

Partner Contributions

\$150,150,000.00

Assign tax line

Form 1065 U.S. Return of Partnership Income

📄 📊

TAX LINE

ACCOUNTS

AMOUNT

1a Gross receipts or sales

Consulting Income

50,000,000.00

Income from Partnerships

350,000,000.00

Speaker Fees

150,000,000.00

TOTAL

550,000,000.00

1b Returns and allowances

Refunds and Allowances

-500,000.00

2 Other income (loss)

Other Losses from Partnerships

-200,000,000.00

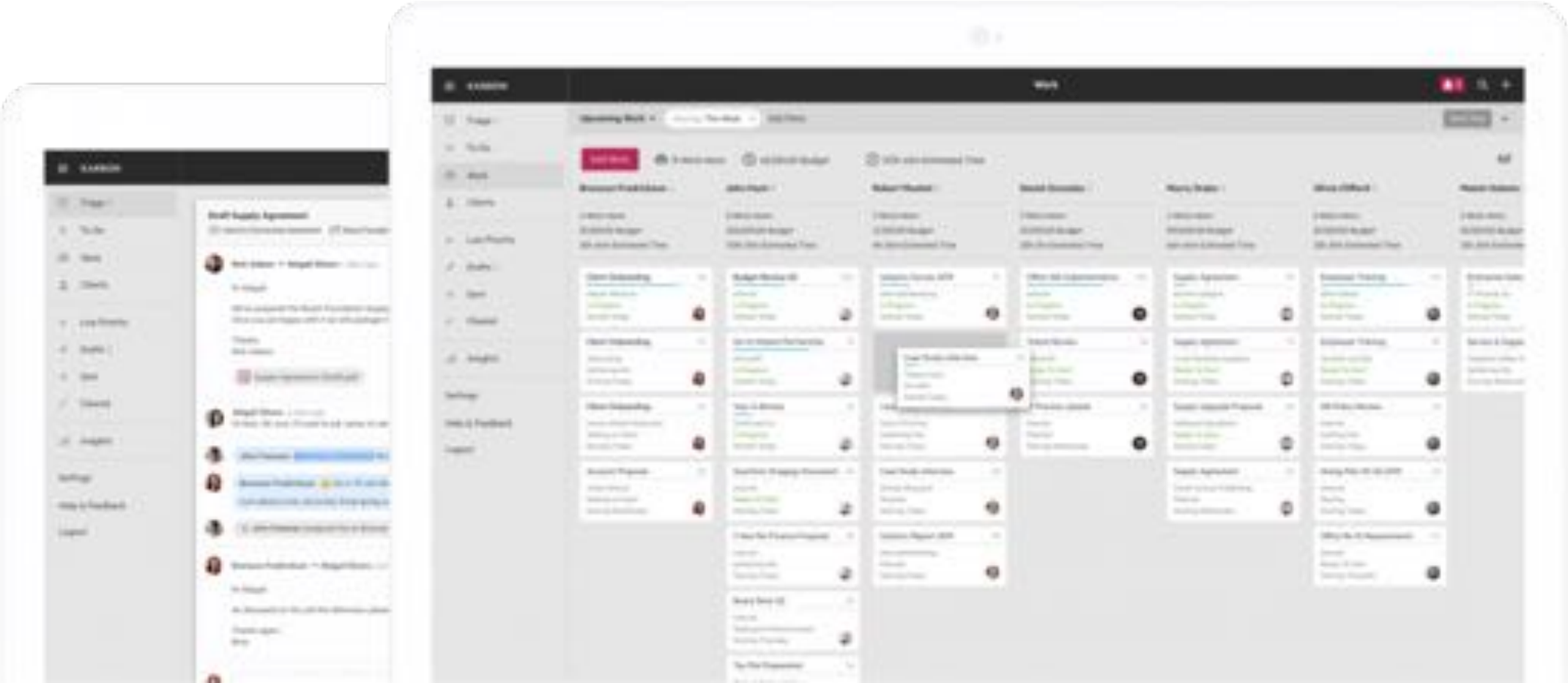
Royalty Income

2,500,000.00

# Tax return is ready for review!

[illegible]

# Karbon





# Questions?

# Stay in Touch!

## Alicia Katz Pollock

"QBO Look What I Found" vlog:  
<http://royl.ws/QBO-Look-What-I-Found>

Mentorship Program, Video Library,  
Live classes at [Royalwise.com](http://Royalwise.com)

## Heather Satterley

[www.satterleyconsulting.com](http://www.satterleyconsulting.com)

Schedule an appointment at  
<https://satterleyconsulting.as.me/>

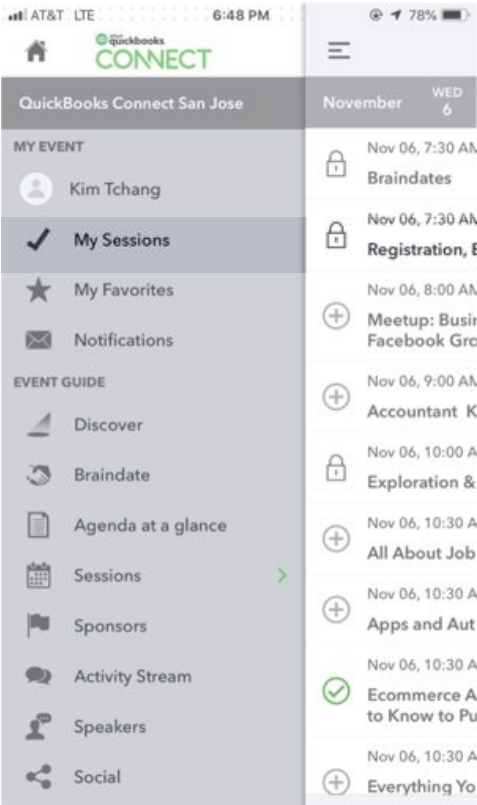
QB 'Appy Hour at  
<https://qbappyhour.com>



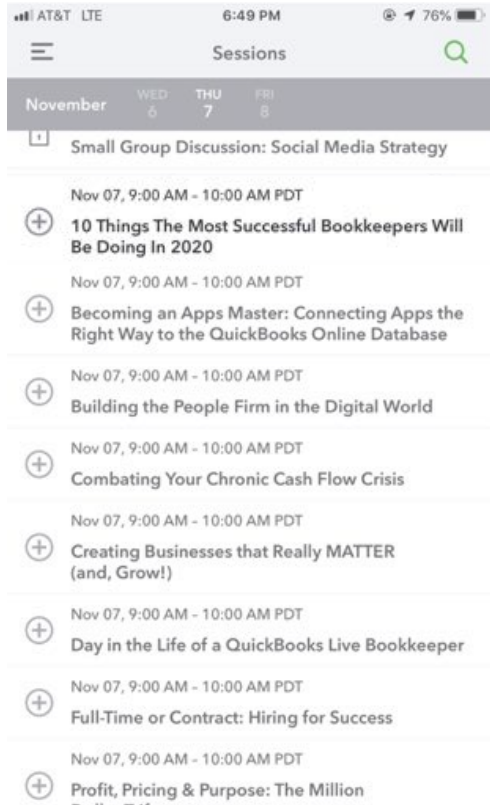
# Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

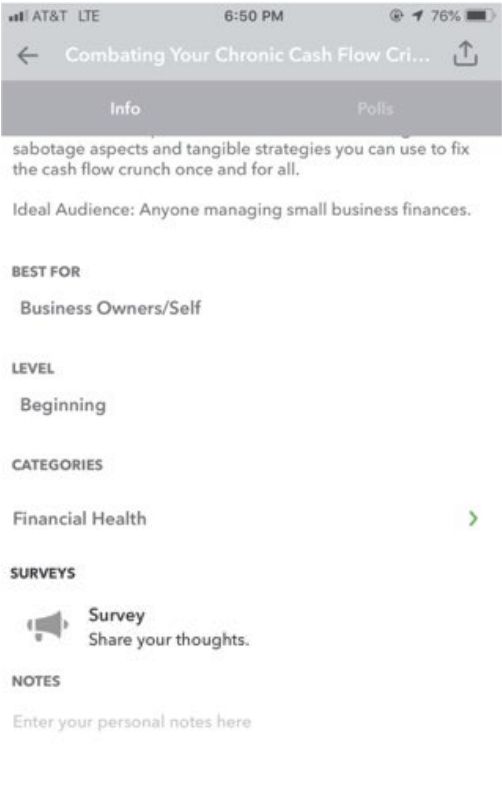
## 1. Select Sessions



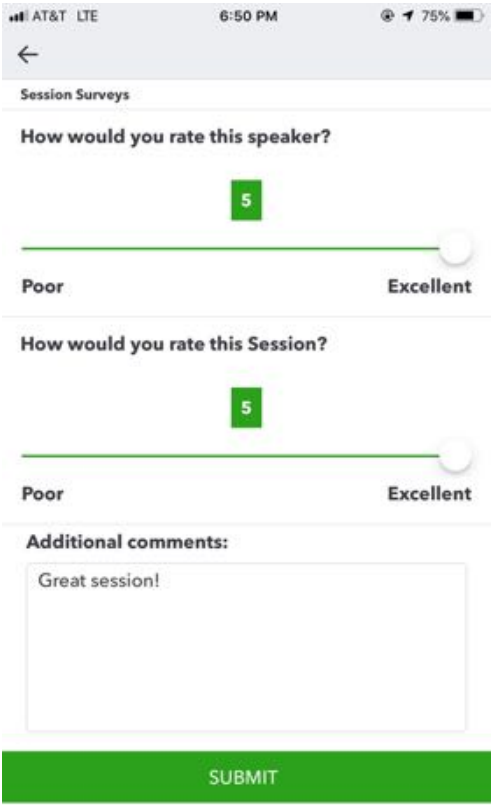
## 2. Select Session Title



## 3. Select Survey



## 4. Add Ratings



# Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://quickbooksconnect.com/agenda/>

The screenshot shows the QuickBooks Connect agenda page for November 7. The header includes the QuickBooks Connect logo, navigation links (Why Attend, Agenda, Speakers, Pricing, Sponsors, Travel, FAQ), and a 'Register now' button. The date 'November 7' is highlighted, with 'November 6 Accountant Day' and 'November 8' also visible. A 'Print Agenda' link is in the top right. Below the header, a paragraph describes the event: 'Get new insights from experts in business growth, organizational culture, financial health, technology and life skills. Book a Braindate with peers and expert consultant for one-on-one learning. Unwind in the evening with our legendary celebration.' A search bar labeled 'Search for sessions' is present. Below the search bar are filter buttons: 'Business Growth', 'Life & Business Skills', 'Organizational Culture', 'Technology Training', 'Advisory', and 'Financial Health', followed by an 'Expand all +' link. The agenda list shows sessions for November 7. The first session is 'Registration, Breakfast & Exploration' from 7:30-9:00 am. The second is 'Braindates' from 7:30-10:30 am, with a description: 'New this year, you can use Braindates to book time with fellow attendees, expert consultants and the QuickBooks support team. [Learn more](#)'. It also notes 'Best for: All Audiences' and 'CPE Hours: not eligible'. The third session is 'Yoga' from 8:00-8:30 am. The fourth is 'Breakout Sessions' from 8:00-8:45 am, which includes four sub-sessions: 'Small Business Meetup: Relationship Marketing and the Power of Human Connection', 'Small Group Discussion: Social Media Strategy', 'Small Group Discussion: Showing up - Why What You Wear Matters', and 'Small Group Discussion: Build Your Dream Bookkeeping firm'. Each session has a '+' icon to its right for more information.



OWN  
THE  
FUTURE