



# QuickBooks Online Master Class

Michael Di Lauro

#QBConnect | WiFi: QBConnect

OWN  
THE  
FUTURE

A photograph of two young women with blonde hair, seen from the chest up, engaged in conversation outdoors at night. The woman on the left is in profile, looking towards the right, wearing a dark jacket with a light-colored fur collar. The woman on the right is facing her, also in profile, wearing a dark jacket. The background is dark and out of focus, with some green foliage visible. The text "Take a minute to connect with your neighbour" is overlaid in white on the right side of the image.

Take a minute  
to connect with  
your neighbour

#QBConnect | WiFi: QBConnect

# CPD Process

## In order to receive CPD credit:

You must be in attendance the entire day.

Today's live training is eligible for up to **6 CPD credits**.

CPD certificates are emailed directly to you within 4 weeks of the training date to the email address you used to register.

# Today's speaker



Michael Di Lauro  
CPA, CMA  
@DilauroMichael

# Agenda

## Morning Session:

Applying Standardization and automation in your practice

Automation for you and your clients

Working with Apps review

The App center

## Afternoon Session:

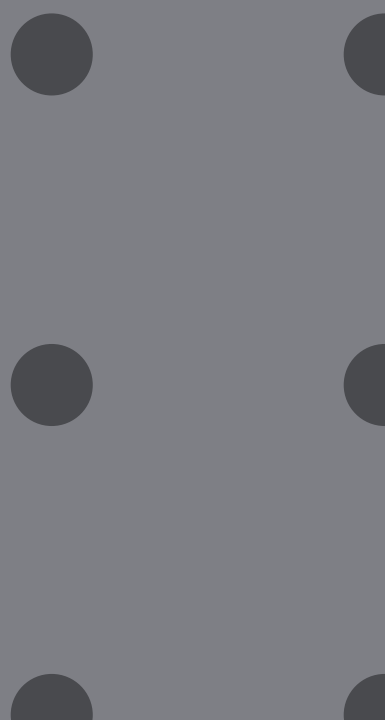
App Utilities for Importing data into QuickBooks Online

Working in QuickBooks Online and ways to expand efficiency



# Resources

The PowerPoint for today's session can be downloaded via the QBC conference app



# QuickBooks Online Master Class Session 1

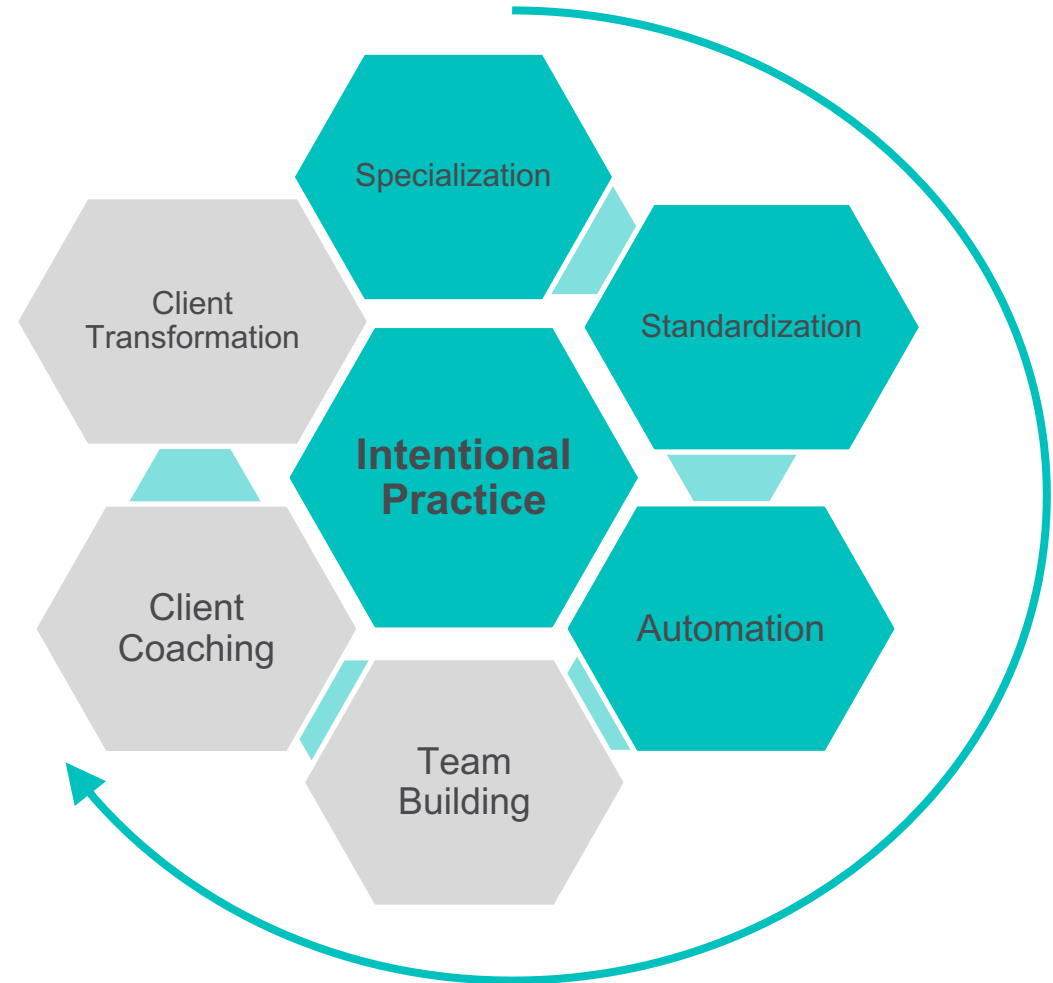
## APPLYING STANDARDIZATION AND AUTOMATION IN YOUR PRACTICE

# Applying Standardization and Automation in Your Practice

## LEARNING OUTCOMES

Understand standardization in your practice

Understand the potential of automation





# Consider Services You Receive

**Who decides which tools to use,  
procedures to perform, etc.?**

Your dentist?

Your auto mechanic?

Your lawyer?

**You decide the tools and processes  
to use in your firm.**



# Essentials of Standardization

## Standardized Processes are Key

You define the services, processes and systems to meet the needs of the client.



# Benefits of Standardization

Efficiency

Consistency of Client Experience

Scalability

Capitalization of Firm Knowledge

Streamlined Transition of Roles and Responsibilities

Ability to Automate



# Clients of a Standardized Firm

Fit your process

Coachable

Recognize Value you

**Focus on the right clients!**



# The Path to Standardization

Determine your specialization

Create a team

Map processes

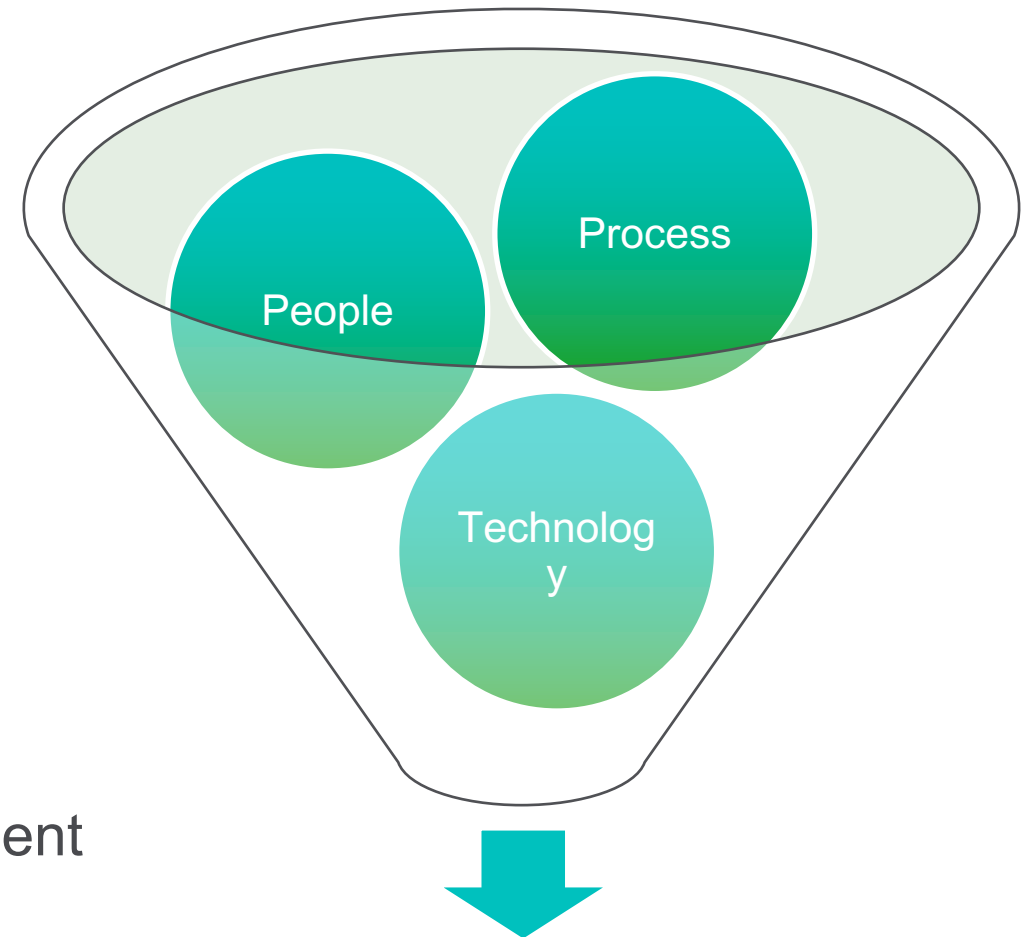
Document processes

Automate processes

Train to processes and over-manage adoption

Improve processes and modify documentation

Aero Workflow and Karbon are practice management apps with these processes mapped out



**Standardized Service**

# QuickBooks Online Master Class

## Session 2

### AUTOMATION FOR YOU & YOUR CLIENT



# Benefits of Automation – for Clients

Timely information

Collaboration

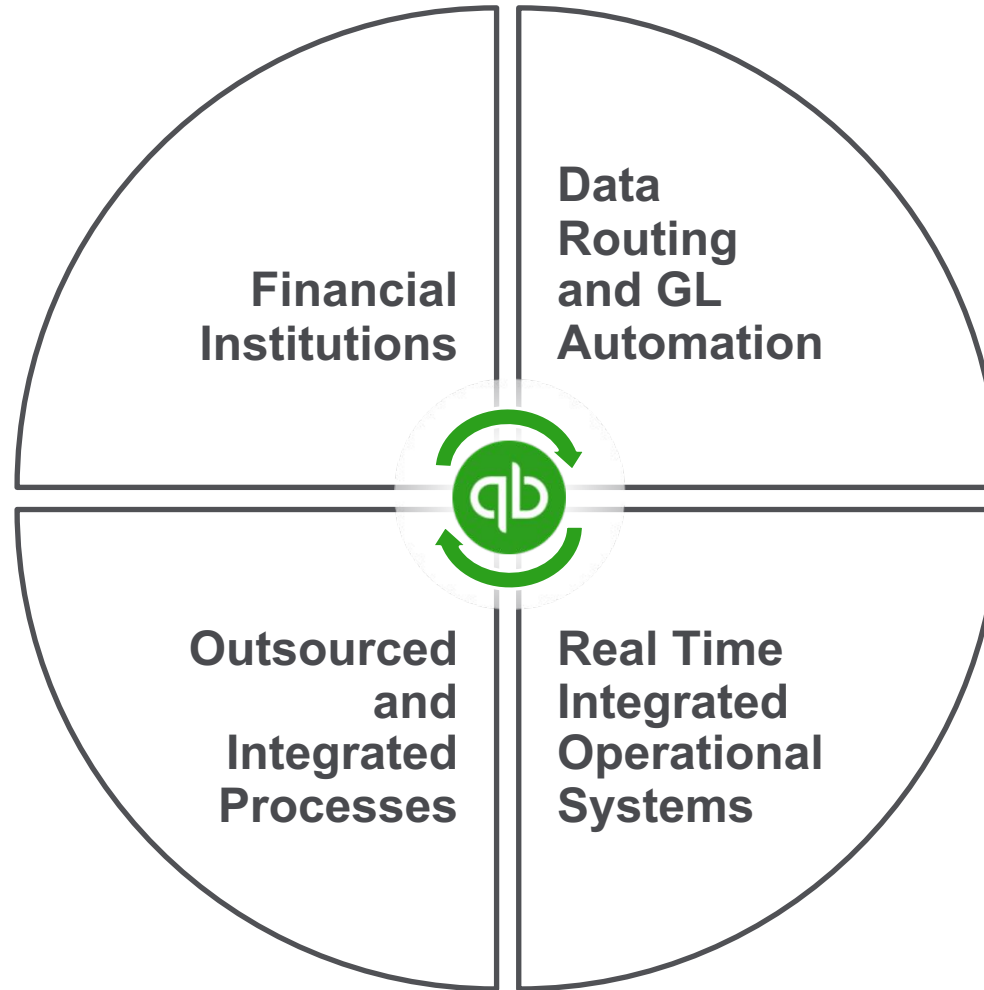
Connection of front and back office

**Significant reductions in Data Entry**



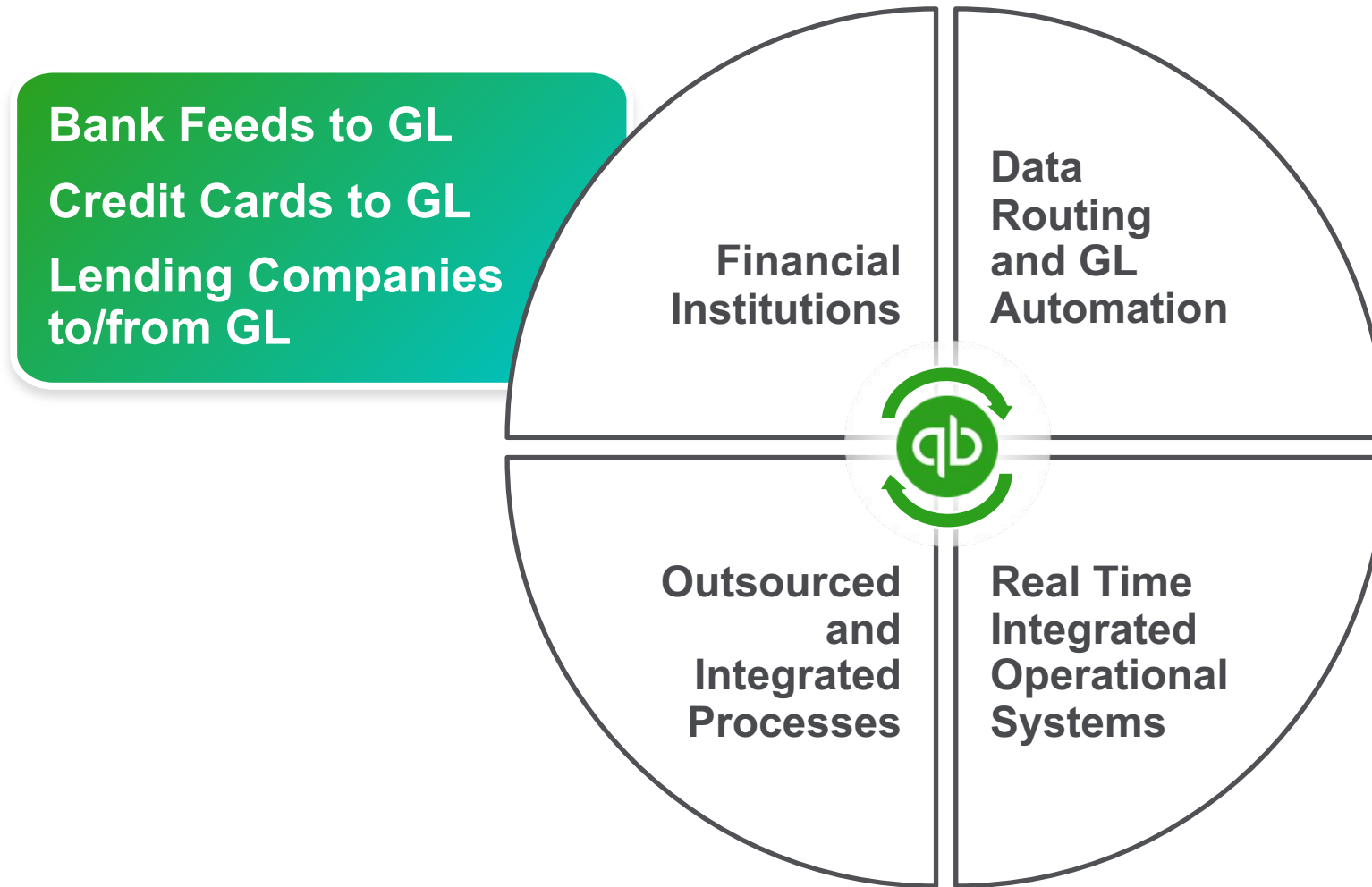
# Creating a Production and Delivery System

Scenario: Bookkeeping Services

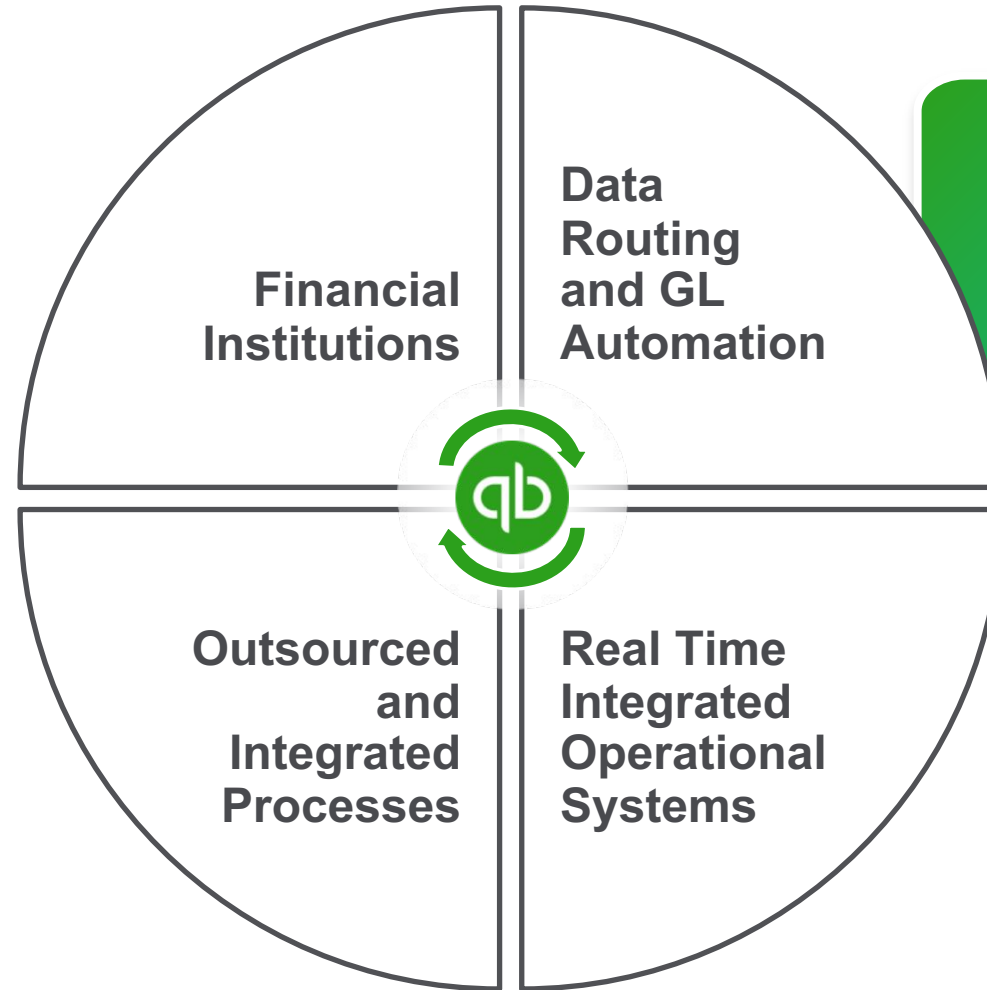




# Creating a Production and Delivery System

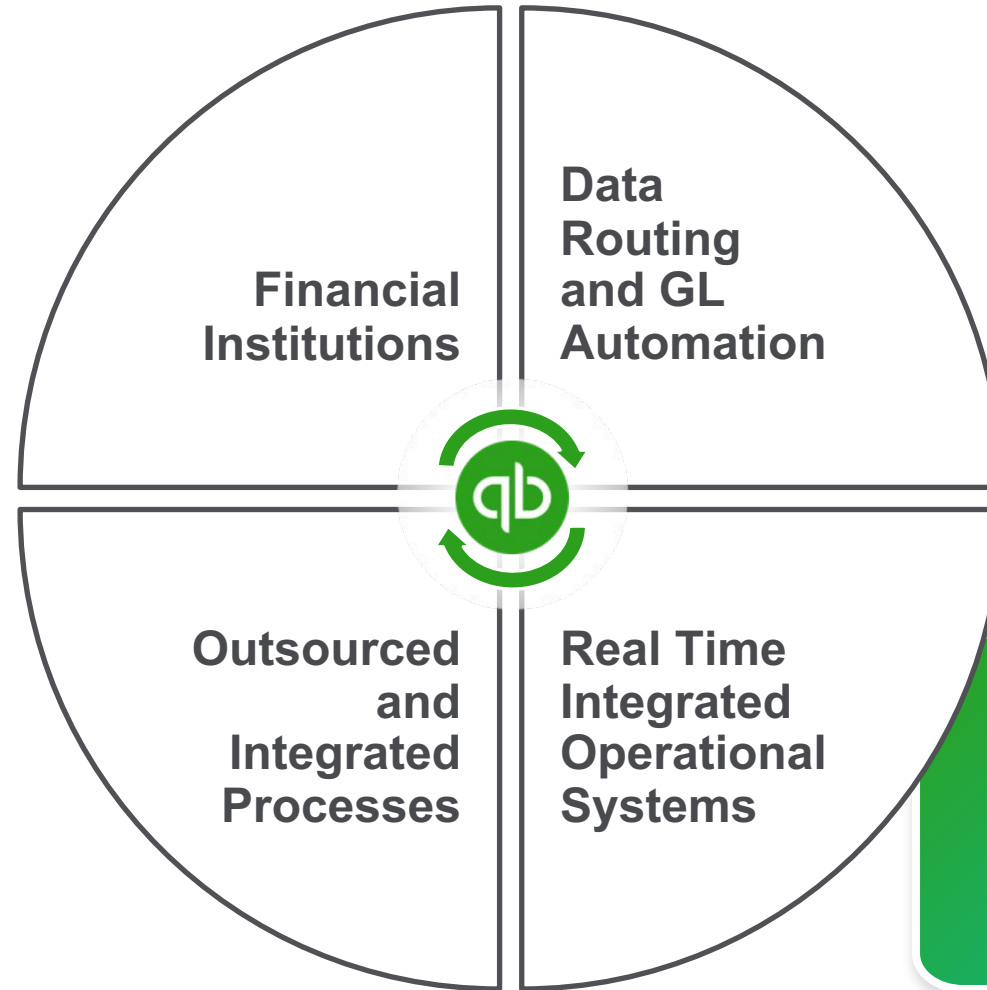


# Creating a Production and Delivery System



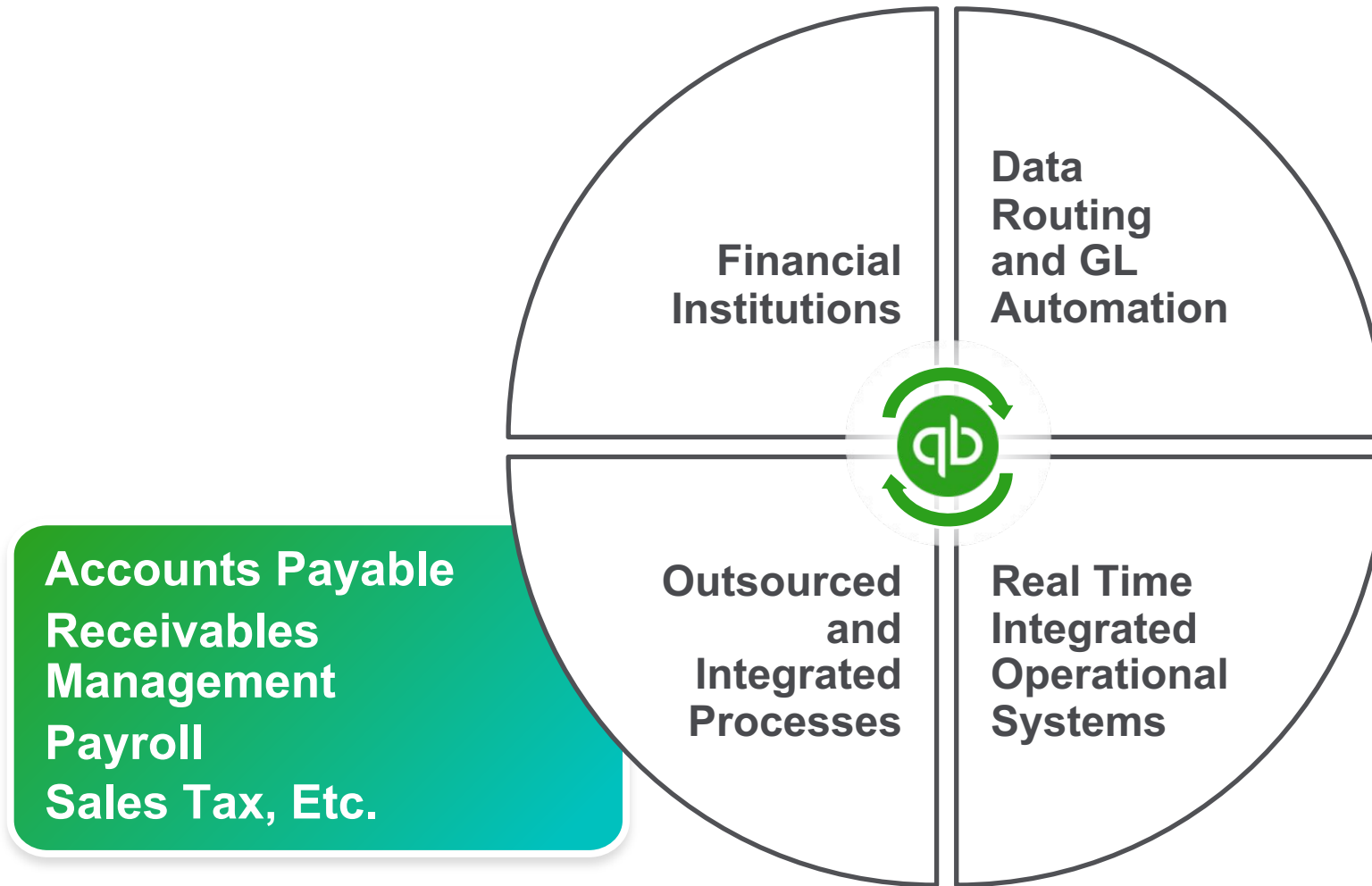
**Document Fetching**  
**Expense Reporting**  
**Time Management**

# Creating a Production and Delivery System



**Point of Sale**  
**Warehouse**  
**Field Services**  
**E-Commerce, Etc.**

# Creating a Production and Delivery System



# Result of Automation – for Clients

**Your client can focus on:**


Marketing

Leveraging extra time

Making better business decisions



# Result of Automation – for Your Firm

EMPLOYEE RETENTION	TIME OFF	BUSINESS GROWTH
 A close-up photograph of a person's hands, wearing a white shirt, carefully holding several small, light-colored wooden human figures. The figures are arranged in a row on a dark wooden surface, and the hands are positioned to protect them, symbolizing employee retention.	 A photograph showing a person's legs and feet sticking out from a white bed or sofa. The person is wearing yellow pants and is relaxing on a balcony with a wooden railing, overlooking a lush green landscape. This represents time off or vacation.	 A photograph of a person's hand holding a black pen, pointing at a laptop screen. The screen displays several green bar charts and a line graph, indicating business growth and data analysis.

# Automation for You

Due dates / task assignments

Client communication

Task checklists and procedures

Creating proposals

Customizing engagement letters

Onboarding clients

CRM for client referrals and leads



**Jetpack**  
Workflow



**PRACTICE Ignition**

**method:CRM**



# Apps for Clients





# Performing a Needs Assessment

## Basic questions throughout:

Who will do the work?

What needs to be done?

When will it be done?

Where will it be done and stored?

Who needs access?

Why it needs to be done?

How it will be shared?

**Ask open-ended questions – then LISTEN!**



# App Exercise

## Perfect Fit Plumbing

**7 Employees:** One office staff the 6 other employees are plumbers. Currently they are having a hard time paying bills because cash flow is low. They have 134 outstanding invoices. Need a better way to manage payments.

Over \$45k in revenue a month

Residential Plumber – mostly repeat and local business

Uses QuickBooks Online for creating invoices after the plumbers drop off handwritten tickets in the office.

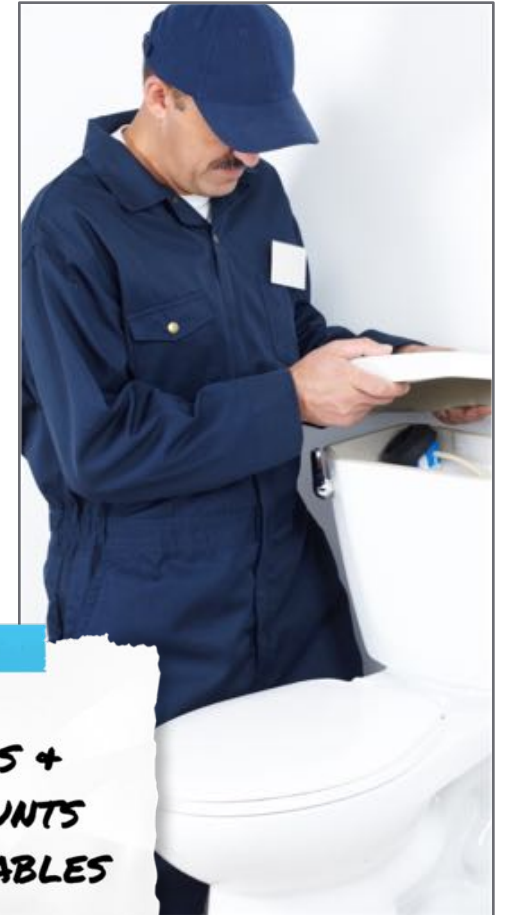
Untracked plumbing expenses means often customers do not get charged for parts. Office employee is unsure which receipts and handwritten tickets match up.

Invoices are created up to a week after services are performed

Invoices are going unpaid with no customer follow up

Payments are being processed by a third party outside of QuickBooks

Phone keeps ringing for new work but office employee is too busy inputting old work to schedule new work



# Sales and Accounts Receivable

Is there a Point of Sales or other 3rd party system for sales?

Sales Receipts or Invoices/Receive Payments?

Payment method? Merchant services account?

Where do sales take place?

Commissions?

Other relevant and specific questions



# App Exercise

## Green Landscaping

**10 Employees:** The owner mostly oversees the crews and bids new projects. Each of his 3 crews has a crew leader who is responsible for making purchases when needed. He has no idea how much he is spending on projects or fuel. He wants a better way to manage expenses.

Over \$70k in revenue a month

Offers landscaping services to banks and office complexes

Uses QuickBooks Online but does not use bank feeds because never shown how

Suppliers email his wife directly and she handwrites check payments

Once a month the owner opens the bank statement to see how much each crew spent on fuel and supply costs



**PURCHASES +  
ACCOUNTS  
PAYABLE**

# Purchases and Accounts Payable

Where do purchases take place?

How do they pay for purchases?

Approval process for purchases  
or paying bills?

And more

# App Exercise

## Awards to Go

**15 Employees (12+3 family):** Several months back he lost 4 employees, but he doesn't want to replace employees because he believes better processes will allow him to have fewer employees.

Over \$100k in revenue a month

Custom Printed – T-shirts, trophies, printing, signs, pens, uniforms (access to 10,000s of products)

Uses QuickBooks Online for the day to day operations e.g. estimates to invoices workflows

Uses QuickBooks Desktop 2016 for bank accounts, A/P etc (didn't want employees to see the bank accounts)

Paychex for Payroll (but prints the checks, no Direct Deposit)

TrackSmart.com for time sheets, manually types this data into Paychex

Bank accounts haven't been reconciled in 4 months

3 Company Credit cards no expense tracking



# Operations

Understand the flow of their operations

Is there a sales department?

Is scheduling important?

Are sales / work in the field or in the office?

Is there an operations manager?

More based on the type of business





# Inventory

What type of inventory – manufacturing, retail, wholesale, etc.

Perpetual or physical inventory?

Do they have a separate 3rd party system for inventory?

Do they have employees dedicated to inventory?

Do they have the skills and commitment to maintaining a perpetual inventory system?





# Payroll

How many employees?

Hourly or salaried?

Pay schedule

Commissions?

Benefits?

Time tracking?

Allocated by class, location or customer/job?

Who will do regular paychecks, quarterly and annual filings and tax payments?





# Morning Break

# QuickBooks Online Master Class

## Session 3

### WORKING WITH APPS REVIEW

# Myth Buster!

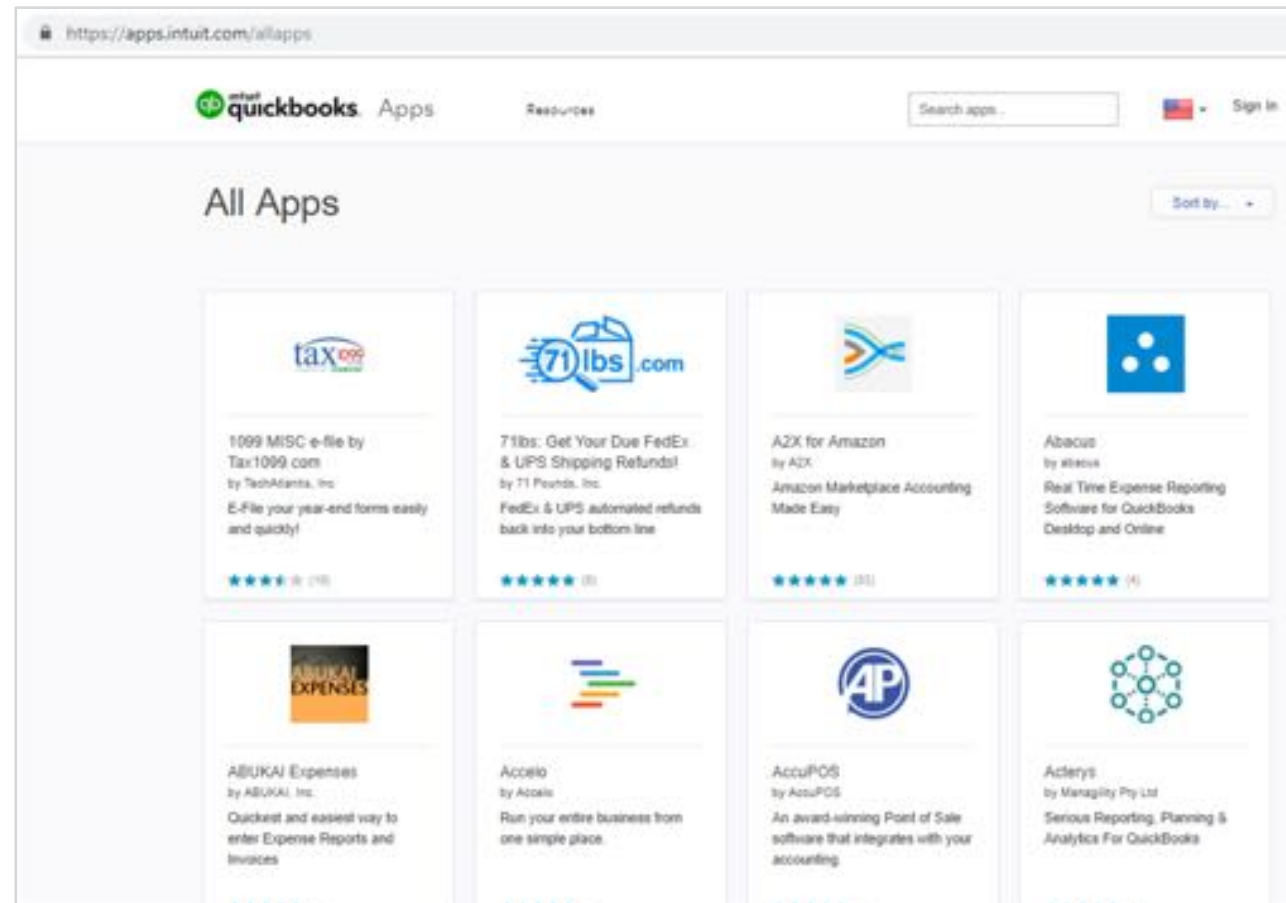
**It's OK!**

ProAdvisors don't have  
to know all the apps.



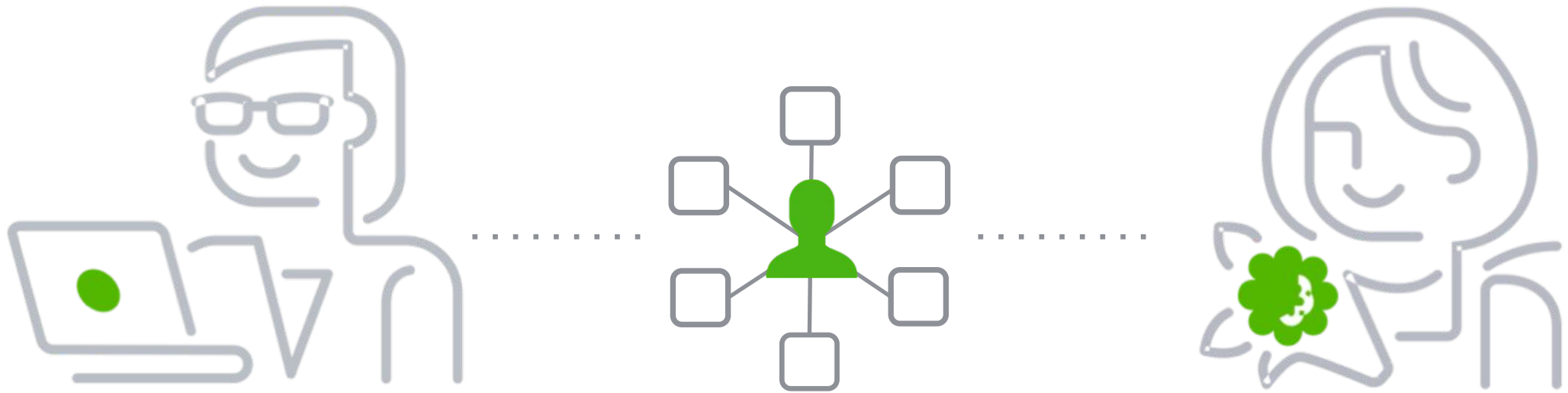
# The Right App for the Job

Your #1 role is to ensure accounting data integrity.



# App Stacking

How to use and set up systems which work together and create a workflow.





**You're the train engineer, guiding them through the discovery, selection and implementation of the apps!**



# Identify Inefficiencies an App can Solve

Define the objective

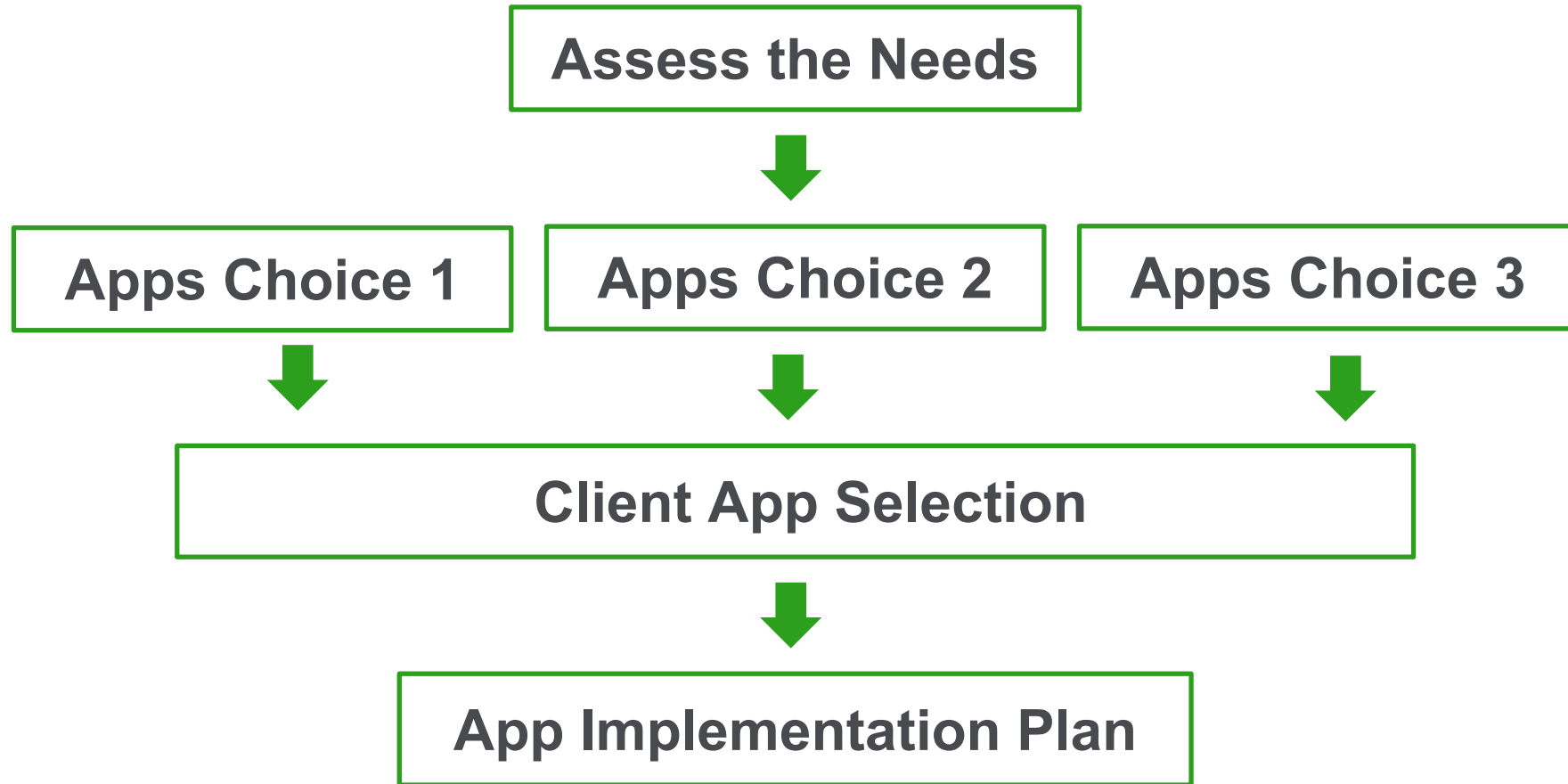


Start here!



# Identify Inefficiencies an App can Solve

## Innovative App Expert Waterflow Diagram



# Identify Inefficiencies an App can Solve

Discovery Engagement – Define the objective so success can be measured

Must haves

Nice to haves

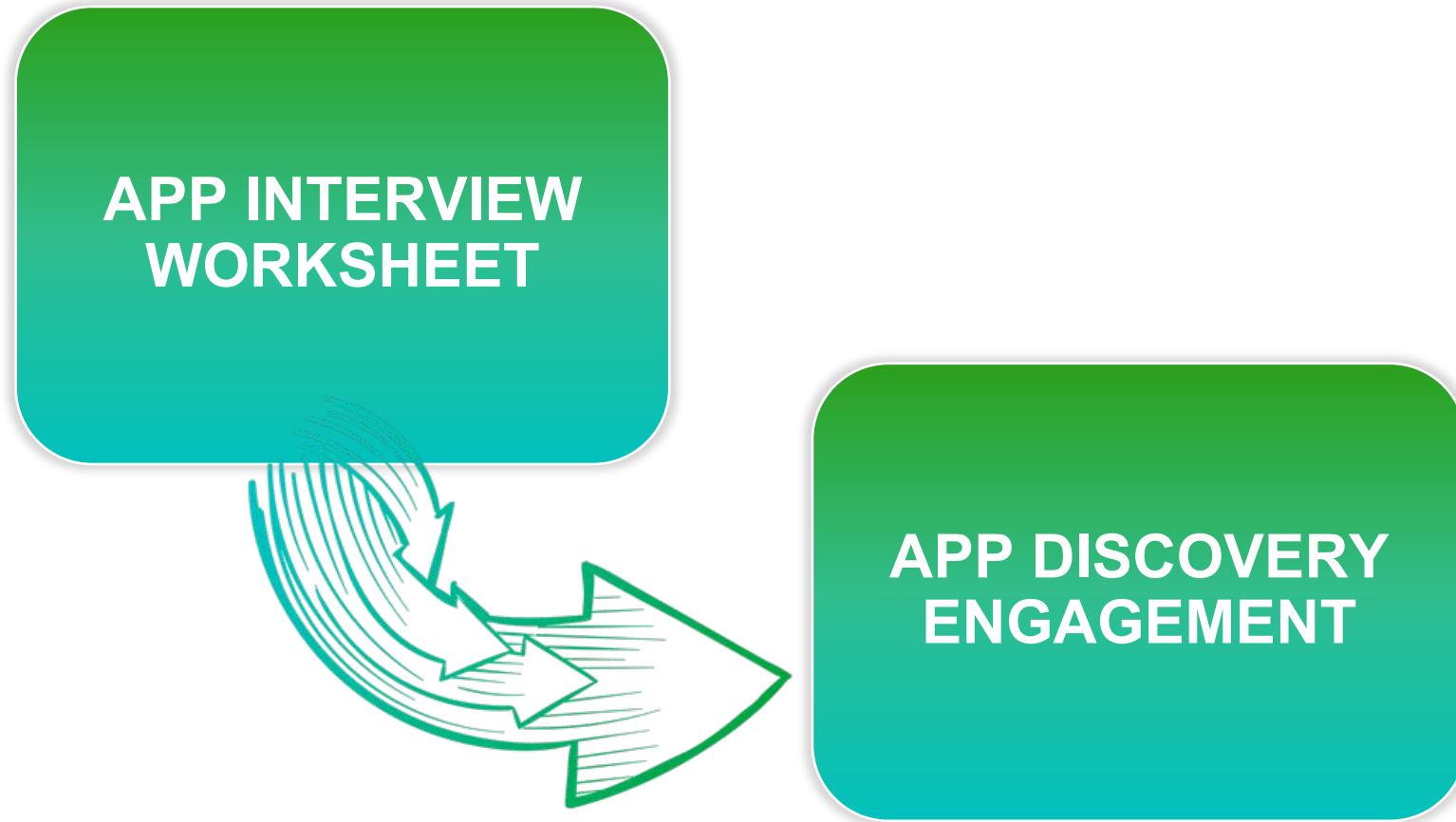
What are the pain points an App can solve

Who is affected & using the App (field service, office staff...)

What transactions are being affected (income, expenses...)

What have been the work arounds to date

# Identify Inefficiencies an App can Solve



# Identify Inefficiencies an App can Solve

## Discover their why

Create App [Discovery Interview Worksheet](#)

Ask leading questions and listen

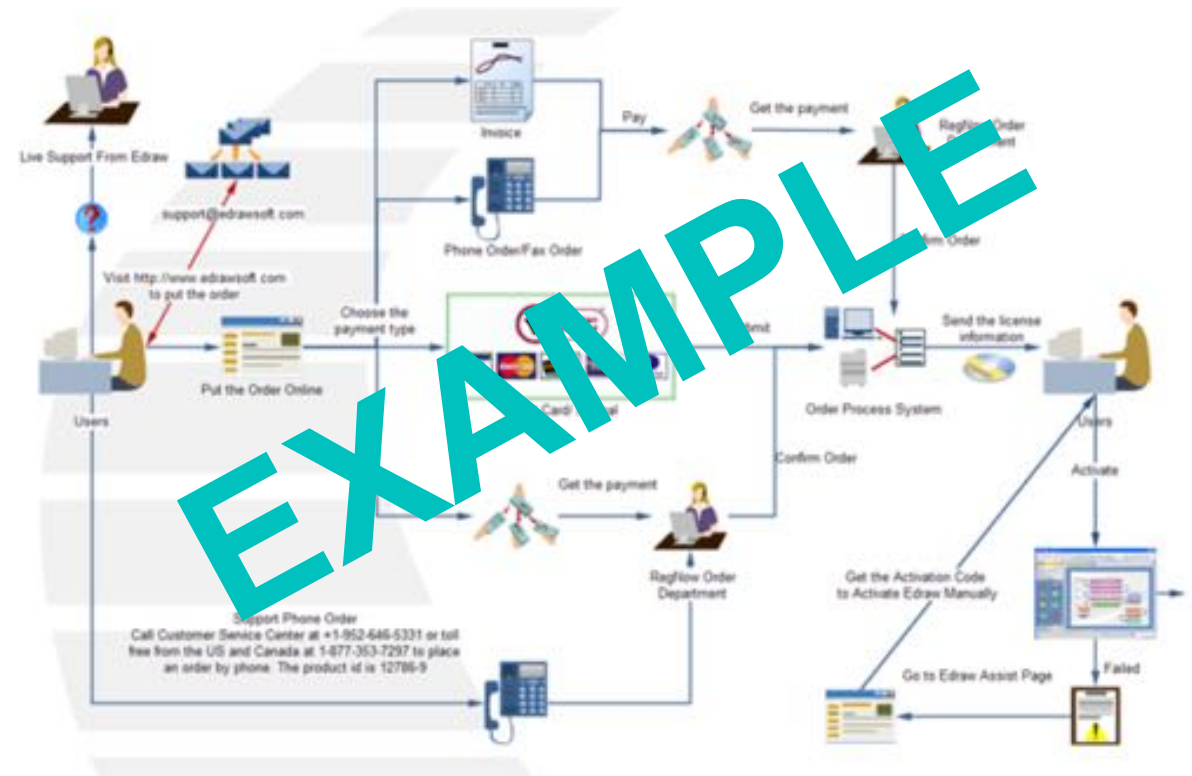
WHO is the CONTACT	
Who called Boss/Paying	
Business Name	
Business Type	
Business Phone	
Evaluate are they a good fit	

WHO	Listening
Who is being Trained	
What are their abilities	
Evaluate Devoted Resources	

# Identify Inefficiencies an App can Solve

## Understanding Process Workflow Order

The following order workflow diagram shows how a user put the order product on the internet.



# Identify Inefficiencies an App can Solve

Understanding Process Workflow Order



# QuickBooks Online Master Class

## Session 4

### THE APP CENTRE

Apps Tab in QBOA

Apps.com



# App Exploration

What are the pain points?

Is there an App for that?

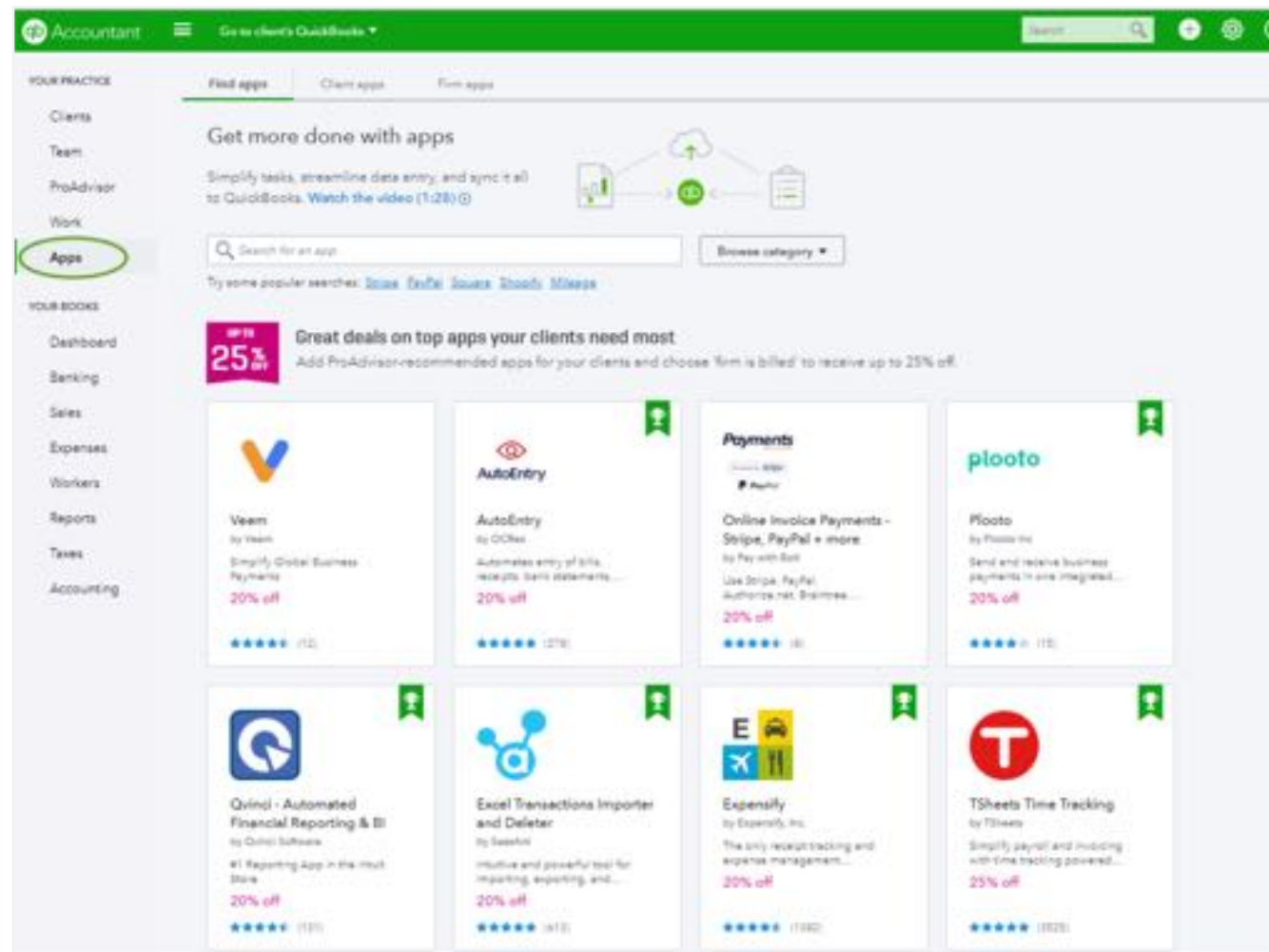
Opportunities for Innovation?

## CATEGORIES

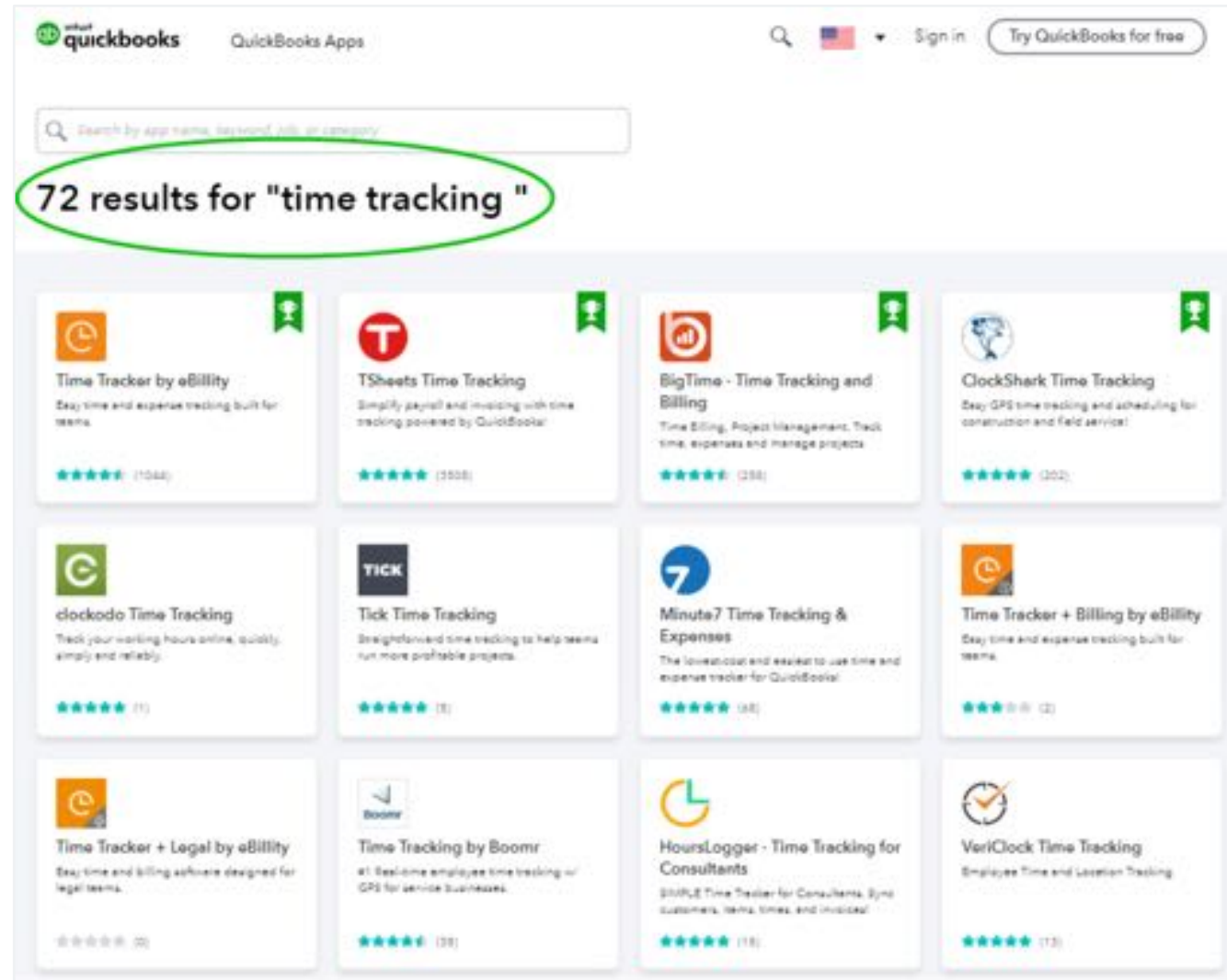
- Calculate quotes
- Get funded
- Make payments
- Manage customers
- Manage human resources
- Manage projects
- Perform analytics
- Prepare taxes
- Receive payments
- Run payroll
- Send invoices
- Sync data
- Track expenses
- Track inventory
- Track time

# App Exploration

## QBOA Apps Tab



# App Exploration



# App Exploration



# App Exploration



**One size does not fit all...  
your favorite apps may not work for every client.**

# App Exploration

Involve client

Review two or three apps

Advise not dictate

Remember....

**it's OK** to not know all the apps





# App Exploration

Evaluate Apps by Grading them

‘Must Have’ features

‘Nice to Have’ features

Cost of app

Interface

Ease of use

Implementation time/difficulty/resources





# Implementation Plan

Define your role

Implementation

or

Support



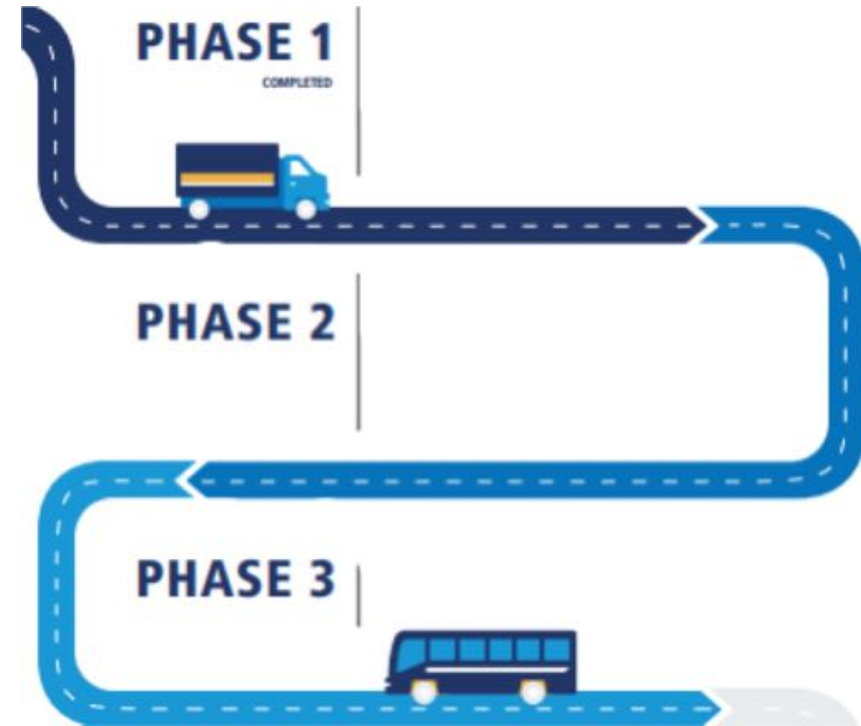
# Implementation Plan

Prep the team for change



# Implementation Plan

Create a written implementation plan with phases and timelines



# ChronoBooks as your Fail-Safe Plan

qb Accountant

Go to client's QuickBooks

Search

+

⚙

YOUR PRACTICE

Find apps

Client apps

Firm apps

Clients

Team

ProAdvisor


Work

Apps

YOUR BOOKS

Firm apps


Apps you added to your firm



ChronoBooks

by Chrono LLC

Backup, Restore, and Copy for QuickBooks Online



ChronoBooks

Backup, Copy, and Restore for QuickBooks Online

☆☆☆☆☆ Write your first review

Get App Now

Overview

Reviews

Pricing

Support

ChronoBooks

Backup - Show

Backup of ChronoBooks firm file

Company: ChronoBooks Demo LLC

Backup file: 2024-10-27-15-00-00.qbo

Backup size: 1.5 MB

Status: Success

Download

Backup

Download

Item	Created	Updated	Deleted
Bank	10/27	10/27	10/27
Chart of Accounts	10/27	10/27	10/27
Customers	10/27	10/27	10/27
Items	10/27	10/27	10/27
Locations	10/27	10/27	10/27
Payables	10/27	10/27	10/27
Receivables	10/27	10/27	10/27
Reports	10/27	10/27	10/27
Users	10/27	10/27	10/27

# What is App Stacking?

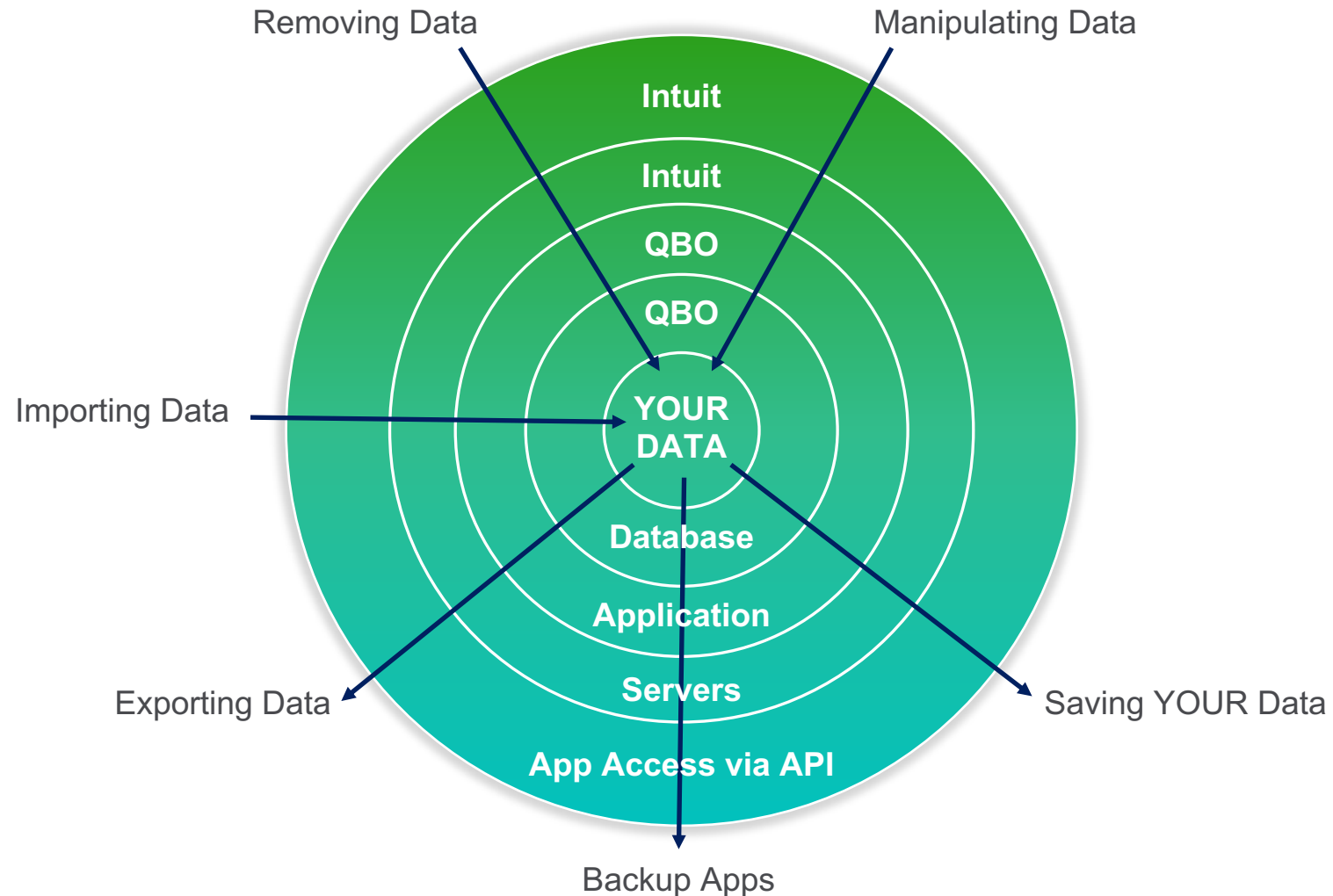
Using two or more applications to perform tasks.



# App Stack Example

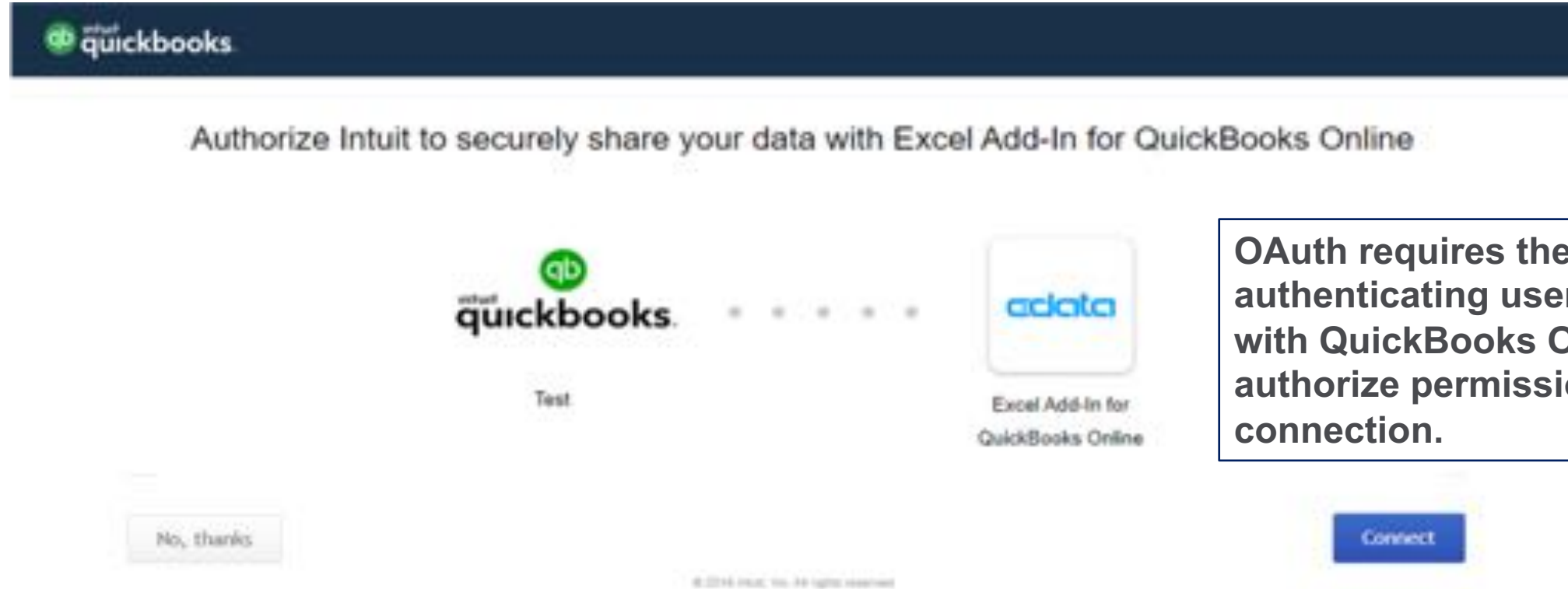


# Accessing QuickBooks Online





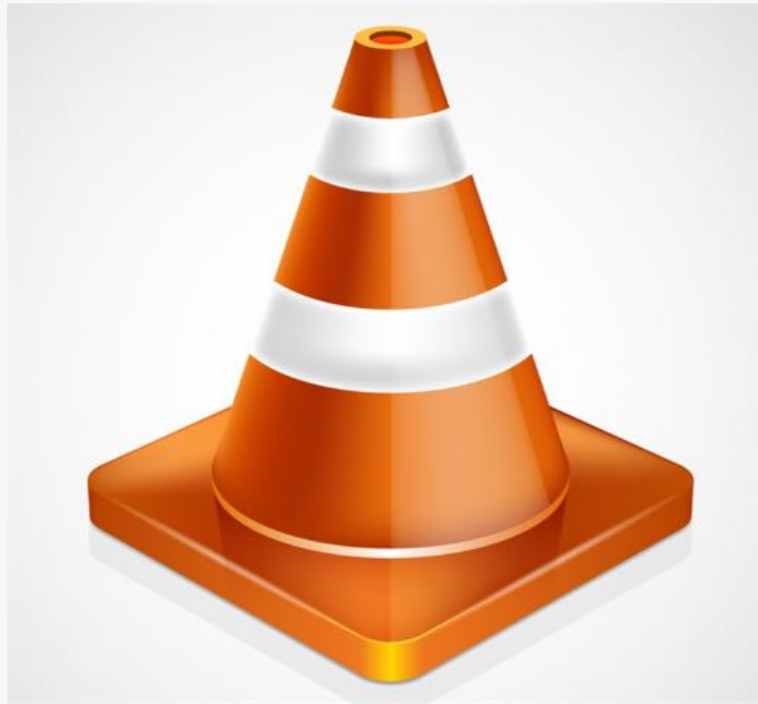
# Accessing QuickBooks Online



OAuth requires the authenticating user to interact with QuickBooks Online to authorize permission for every connection.

# Creating Restore Points

**“Why do I need to create a restore point? Doesn’t Intuit do that?”**



# QBO Data Utility Apps to Create a Restore Point

ChronoBooks

Rewind for QuickBooks

Backup Circle



# Tools for Safeguarding QBO Data

## ChronoBooks

**ChronoBooks**

**Companies**

A list of QuickBooks companies connected to your ChronoBooks account. Only companies with Backup enabled are being continuously backed up. Any company not being backed up is only available to be copied to.

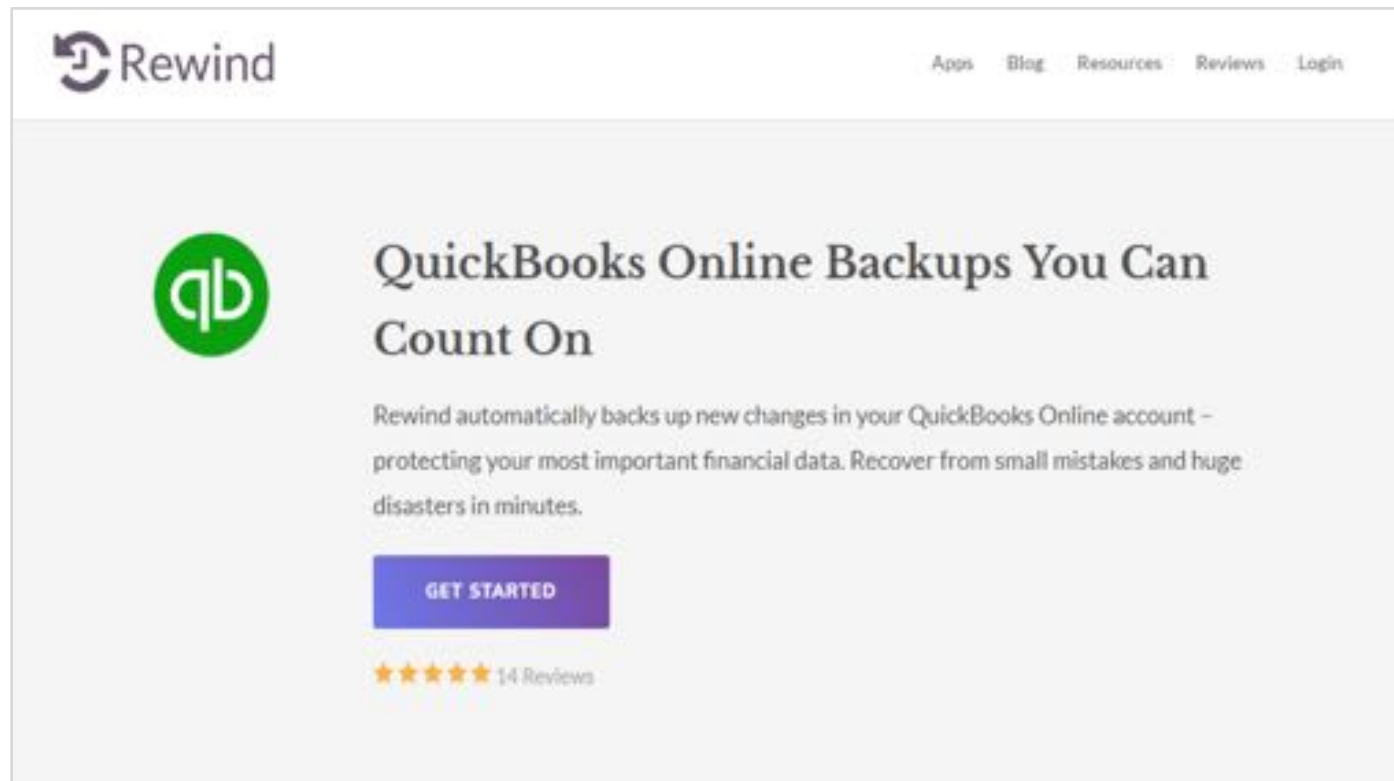
[Add a Company](#)

Name	Backed Up	Backed Up Since	Last Backup At
TEST		<a href="#">Enable Backup</a>	—
QuickBooks Master Class		<a href="#">Enable Backup</a>	—

© 2018 ChronoBooks LLC - Built in Reno, NV

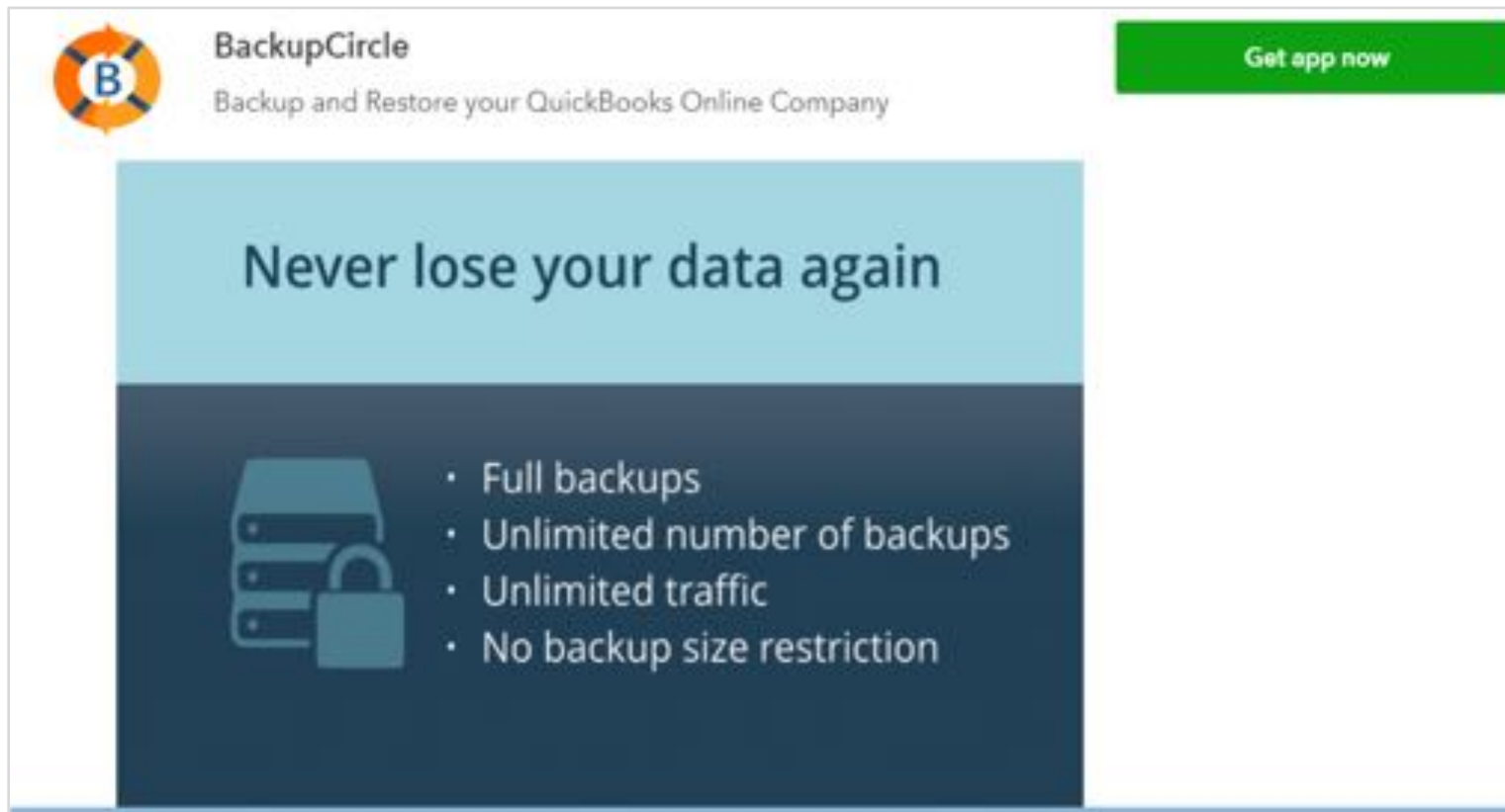
# Tools for Creating a Restore Point

## Rewind for QBO



# Tools for Creating a Restore Point

## Backup Circle



The image shows the BackupCircle app interface. At the top left is the BackupCircle logo, which consists of an orange circle with a white 'B' inside. To the right of the logo, the text 'BackupCircle' is displayed in a bold, black font, followed by the tagline 'Backup and Restore your QuickBooks Online Company' in a smaller, grey font. In the top right corner, there is a green rectangular button with the text 'Get app now' in white. Below the header, there is a large light blue rectangular area with the text 'Never lose your data again' in a dark blue font. Below this, there is a dark blue rectangular area. On the left side of this area is an icon of a server rack with a padlock in front of it. To the right of the icon is a list of features in white text: 'Full backups', 'Unlimited number of backups', 'Unlimited traffic', and 'No backup size restriction'.

**BackupCircle**  
Backup and Restore your QuickBooks Online Company

[Get app now](#)

Never lose your data again

- Full backups
- Unlimited number of backups
- Unlimited traffic
- No backup size restriction

# How ChronoBooks Works

Menu

Home

Backup

Restore / Copy

Export

Admin

Local Backup

Management

Users

Companies

Billing

Backup — Show

Backup of RSR, Ltd.

Company

RSR, Ltd.

Backup Type

Full

Status

Completed

Initiated

Initiated

Started At

20/07/2017 7:42 PM

Finished At

20/07/2017 7:43 PM

Results

Transactions	Created	Updated	Deleted
Budget	1	0	0
Journal Entry	1	0	0
Purchase	1	0	0
Purchase Order	1	0	0
Sales Receipt	1	0	0
Deposit	2	0	0

Lists

	Created	Updated	Deactivated
Class	1	0	0
Payment Method	3	0	0
Term	1	0	0
Account	29	0	0
Item	3	0	0



Continuous backup



# How ChronoBooks Works


Restore and copy your QBO data from your ChronoBooks backup.



“Anytime” Restore



Copy



ChronoBooks

- Home
- Backup
- Restore / Copy
- Company
- Alerts
- Local Backup
- Management
  - User
  - Companies
  - Billing

### Restore / Copy — Show

Restore of RRR, Ltd. at 2/6/2017 7:43 PM

Source  
RRR, Ltd.  
2/6/2017 7:43 PM

Target  
RRR, Ltd.  
User

Status  
Successful

Started At  
2/6/2017 7:33 PM

Finished At  
2/6/2017 7:54 PM

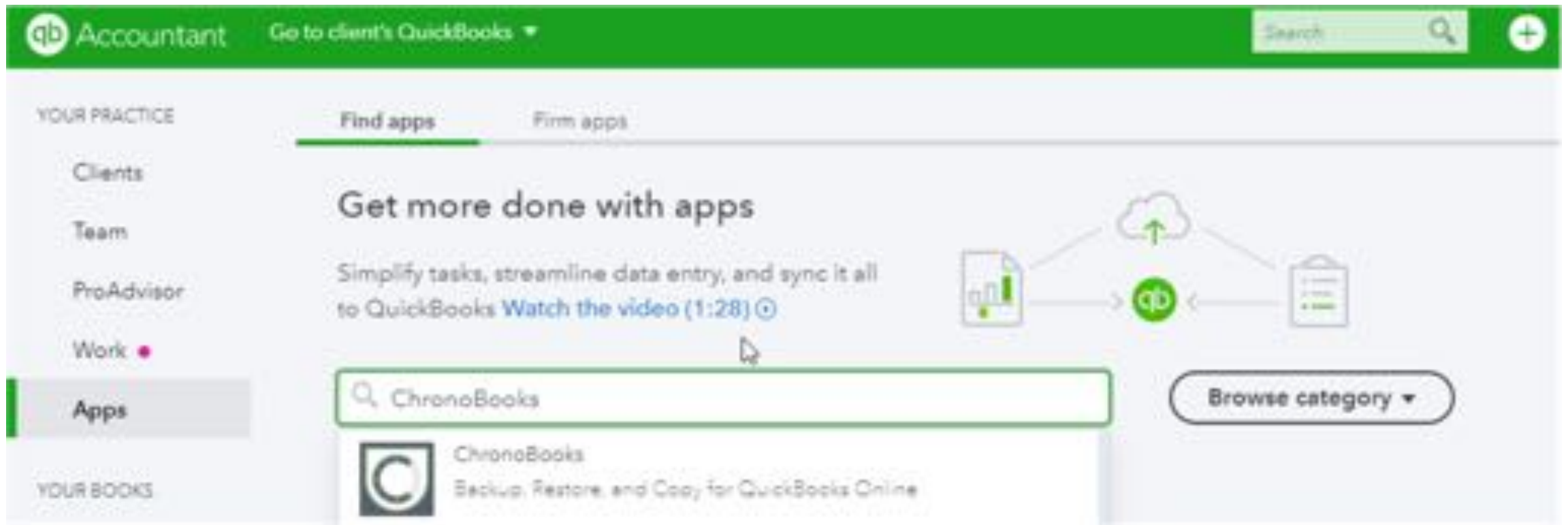
Changes	Created	Updated	Deleted
Transactions			
Budget	1	0	0
Journal Entry	1	0	0
Purchase	1	0	0
Purchase Order	1	0	0
Sales Receipt	3	0	0
Deposit	2	0	0
Lists			
Class	1	0	0
Payment Method	3	0	0
Term	1	0	0

# PRODUCT DEMONSTRATION



ChronoBooks

# Sign Up for ChronoBooks from QBOA



# Connect Company to ChronoBooks



ChronoBooks

Menu

Home

Backup

Restore / Copy

Company

Alerts

Local Backup

Management

User

Companies

Billing

Companies

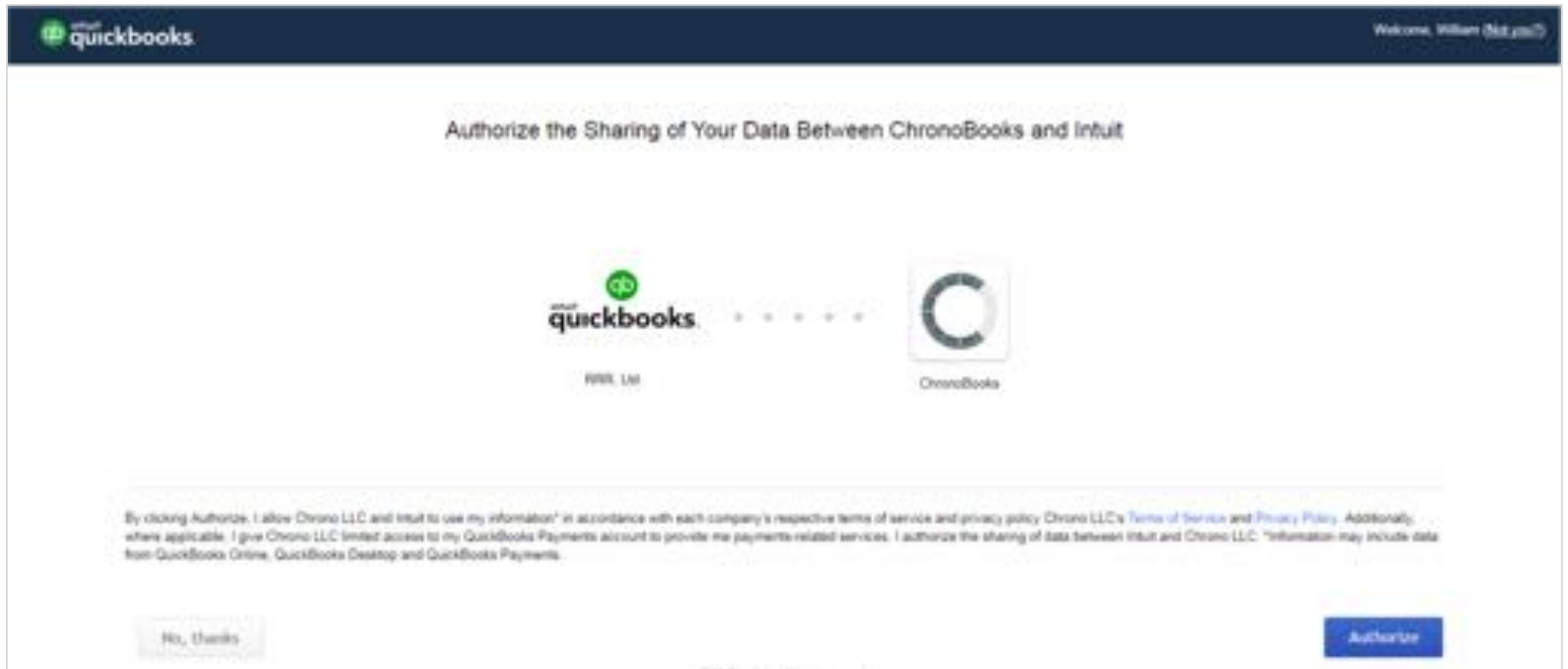
Companies

A list of QuickBooks companies connected to your ChronoBooks account. Only companies with backup enabled are being continuously backed up. Any company not being backed up is only available to be copied to.

Connect to QuickBooks

Name	Backed up	Backed up since	Local Backups	Added At
Please add a Company using the 'Connect to QuickBooks' button.				

# Authorize ChronoBooks



# Enable ChronoBooks Backup

ChronoBooks

Menu

Home

Backup

Restore

Copy

Local Backup

Companies

Alerts

Companies

Companies

A list of QuickBooks companies connected to your ChronoBooks account. Only companies with backup enabled are being continuously backed up. Any company not being backed up is only available to be copied to.

Add a Company

Name	Backed Up	Backed Up Since	Last Backup At
------	-----------	-----------------	----------------

# ChronoBooks Backup in Progress


### Companies

A list of QuickBooks companies connected to your ChronoBooks account. Only companies with Backup enabled are being continuously backed up. Any company not being backed up is only available to be copied to.

Add a Company

Name	Backed Up	Backed Up Since	Last Backup At
Master Class		<div>Enable Backup</div>	—

# ChronoBooks Backup Report



## ChronoBooks

Menu

Home

Backup

Restore

Copy

Local Backup

Compare

Alerts

Manage

Companies

User

Billing

Backup — Show

Backup of Master Class


Company

Master Class

Backup Type

Full

Status



Started At

10/10/2019 7:19 PM

Finished At

—

Notes

—

Initiator

Manual

To review what can be backed up by ChronoBooks, please visit our Help Center. [Learn more](#)

qb

intuit

quickbooks.

CONNECT

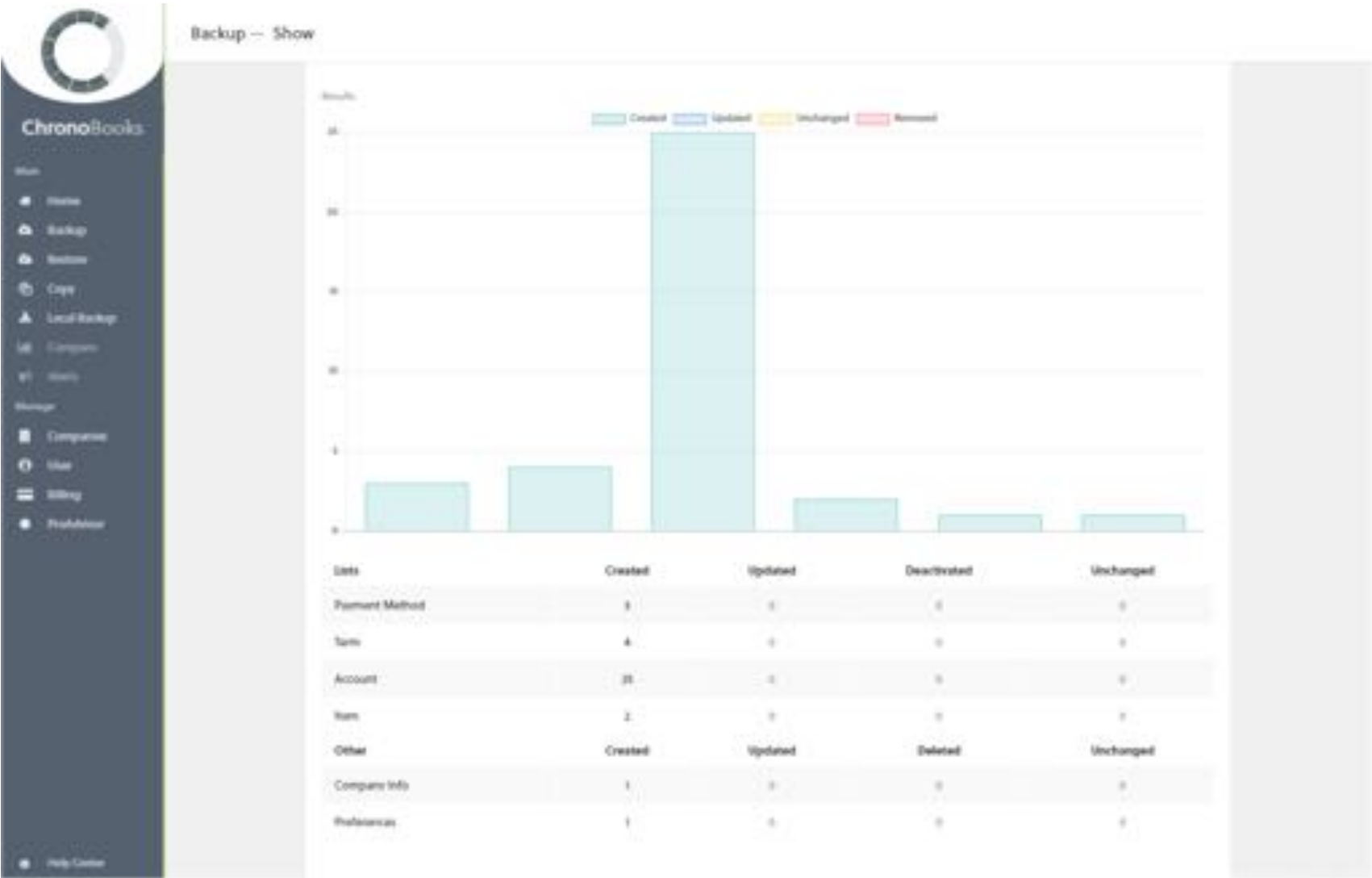
#QBConnect

@DilauroMichael

77



# ChronoBooks Backup Report



# ChronoBooks - Green ✓ Indicates Successful Backup

ChronoBooks

Main

Home

Backup

Restore

Copy

Local Backup

Compare

Alerts

Manage

Companies

User

Billing

ProAdvisor

Backup

Backup

ChronoBooks is constantly receiving updates from QuickBooks, so you can compare, copy, and restore each of your backed up companies at any date or time since they've been backed up -- not just at backup times. We also run full backups daily and incremental backups every few hours. Manual backups are not necessary.

New Manual Backup

Backup type

Note

Company Name	Status	Start	Finish	Changes	Type	Auto
Master Class	✓	10/10/2019 7:19 PM	10/10/2019 7:20 PM	36	Full	<div></div>

-

1

-

Getting Started

✓ Account

Create a ChronoBooks account for unlimited 14-day trial


✓ Connect

Connect QuickBooks Online companies to ChronoBooks

✓ Backup

Enable Backup for companies

# ChronoBooks: Full vs Incremental Quick Backup



ChronoBooks

Home

Backup

Restore

Copy

Local Backup

Compare

Alerts




Backup

ChronoBooks is constantly receiving updates from QuickBooks, so you can compare, copy, and restore each of your backed up companies at any date or time since they've been backed up— not just at backup times. We also run full backups daily and incremental backups every few hours. Manual backups are not necessary.


New Manual Backup

Backup type

Note

Company Name	Status	Start	Finish	Changes	Type	Auto
Master Class		10/10/2019 7:37 PM	10/10/2019 7:37 PM	16	Quick	
Master Class		10/10/2019 7:19 PM	10/10/2019 7:20 PM	16	Full	

# Restore Backup from ChronoBooks



# ChronoBooks

Main

- Home
- Backup
- Restore
- Copy
- Local Backup
- Compare

## Backup

ChronoBooks is constantly receiving updates from QuickBooks, so you can complete, copy, and restore each of your backed up companies at any date or time since they've been backed up— not just at backup times. We also run full backups daily and incremental backups every few hours. Manual backups are not necessary.

Backup type ▾

Note

Company Name	Status	Start	Finish	Changes	Type	Auto
Master Class	✓	10/10/2019 7:19 PM	10/10/2019 7:20 PM	36	Full	ⓘ

View

Restore to this backup...

Copy from this backup...

# Restore Backup from ChronoBooks

### New Copy


Please select a company to copy from, a company to copy to, and the "as-of" date and time. Your backed up data as-of this date and time will be copied to the company you're copying to.

Copy from

Master Class

As-Of

10/10/2019 7:20 PM



All times local (CDT)


Copy to

QBO Adv Demo

▼

Create Copy

# Restore Backup from ChronoBooks



### ChronoBooks

Main

- Home
- Backup
- Restore
- Copy
- Local Backup
- Compare
- Alerts

## Restore — New

### New Restore

Please select a company to restore and when you'd like to restore it to.

Company

Master Class

Restore to

10/10/2019 7:38 PM

⌵

All times local (CDT)

Create Restore

Restore

Performing this restore will **roll back** Master Class to 10/10/2019 7:38 PM.

To continue, type the name of the company being changed exactly as it is shown:

Master Class

Master Class

Close

Restore

# ChronoBooks Restore Report

ChronoBooks

Menu

Home

Backup

Restore / Copy

Compare

Alerts

Local Backup

Management

User

Companies

Billing

Restore / Copy — Show

Restore of RRR, Ltd. at 2/6/2017 7:43 PM

Source

RRR, Ltd.

2/6/2017 7:43 PM

Target

RRR, Ltd.

Live

Status

Successful

Started At

2/6/2017 7:43 PM

Finished At

2/6/2017 7:54 PM

Changes

Transactions	Created	Updated	Deleted
Budget	1	0	0
Journal Entry	1	0	0
Purchase	1	0	0
Purchase Order	1	0	0
Sales Receipt	3	0	0
Deposit	2	0	0

Lists	Created	Updated	Deactivated
Class	1	0	0
Payment Method	3	0	0
Term	1	0	0



# ChronoBooks Features

## Continuous Backup of your QuickBooks Online Data



### Compare

Compare with your historical data to understand variances and ensure that closed periods are unchanged. Jump-start your audit by with an overview of how your accounting data has changed over time.



### Local Backup

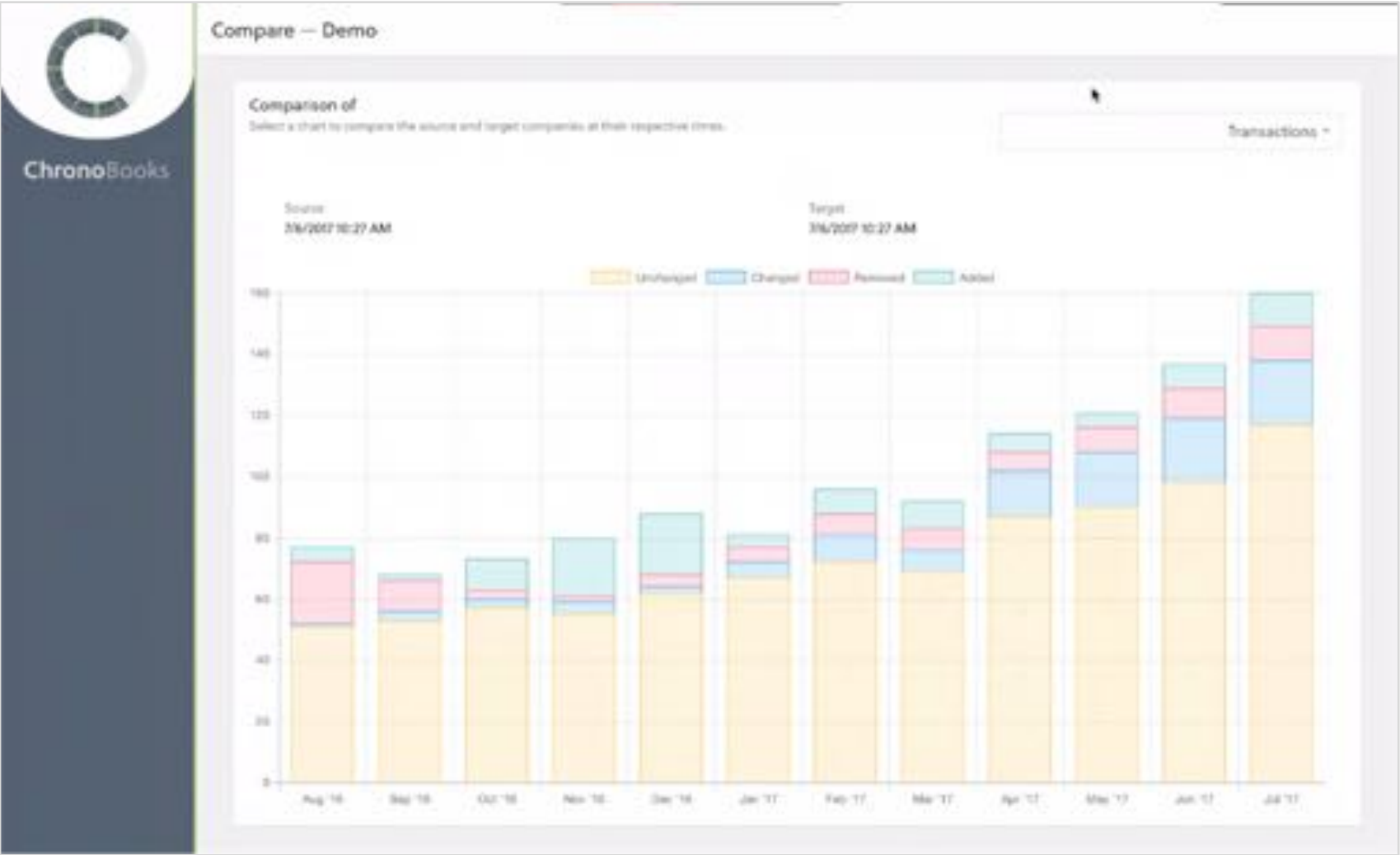
Always have a local backup of your accounting data available by scheduling exports into your Dropbox. Your exports are stored in a standard format and can be password-protected.



### Alerts

Bolster your accounting controls by being notified whenever material changes occur in past periods. Work with confidence and never be surprised by variances in closed periods.

# ChronoBooks Compare Report



# ChronoBooks Pricing

One plan, all features included.

☒ I am a QuickBooks ProAdvisor

Awesome! Submit a support ticket to verify your ProAdvisor status after you've backed up your first company.

\$10

CHRONOBOOKS

\$5

/ mo  
per company

- ✓ Unlimited historical data retention
- ✓ Roll back data to any time since first backup
- ✓ Copy a company or its historical data
- ✓ 14-day unlimited trial

Start your free trial

<https://www.chronobooks.com/>



**LUNCH BREAK**



# QuickBooks Online Master Class

## Session 5

APP UTILITIES FOR IMPORTING DATA  
INTO QUICKBOOKS ONLINE

# QBO Data Import Utilities

**“Why do I need to import data into QBO?”**



# QBO Data Import Utilities

## Data Utility Apps to Import Data into QBO

**Axis Import** (by Zed) – imports all file types (even iif)

**Excel Transactions** (by SaasAnt) – imports most file types

**PDF2QBO** (by MoneyThumb) – import PDF data into QBO

**Transaction Pro Importer for QBO** (by Right Networks) imports most file types



# Data Utility Apps to Import Data into QBO

## Axis Import (by Zed)

Zed Axis 11.2

Connections

Import

Export

EDI

About

Select a file to import

C:\Users\Steve Batten\Dropbox\Test Data\QuickBooks\QB Online\Invoices.txt

Excel options

Choose a sheet in Excel:

☒ Header row

Text file options

☒ Tab

☐ Pipe (|)

☐ Comma

Statement import options

Account to import into

Setup column mapping

Match the columns from the import file to the corresponding fields in QuickBooks

Choose a mapping:

Edit

Export

Watch online tutorials

☒ Select All

Import options

☐ Use auto numbering

☐ Skip List Validation

If transaction already exists

☒ Duplicate

☐ Append

☐ Skip

☐ Modify

Start import

		DocNumber	TxnDate	LineDescription	LineAmount	LineSalesItemRefName
	<input checked="" type="checkbox"/>	10001	6/12/2015	Large 6 foot wooden ladder	45.99	Ladder:Wooden 6ft
	<input checked="" type="checkbox"/>	10001	6/12/2015	General paint supplies	37.65	Paint
	<input checked="" type="checkbox"/>	10002	6/13/2015	Paint brushes	26.7	Paint:Brushes
	<input checked="" type="checkbox"/>	10002	6/13/2015	Small pot of blue paint	16.44	Paint:Blue:Small

# Data Utility Apps to Import Data into QBO

## Excel Transactions (by SaaSAnt)

SaaSAnt

Saasant Company

0

0

Dashboard

Upload File

Get File

Online

FILE IMPORT

SELECT FILE

IMPORT FILE

10+ SUCCESS

Review

FILE SAASANT\_EXCEL\_TRANSACTION\_UPLOAD\_REVIEW\_FILTER: ALL FILES / EDITED: NONE

Total No Of Records: 1

Settings

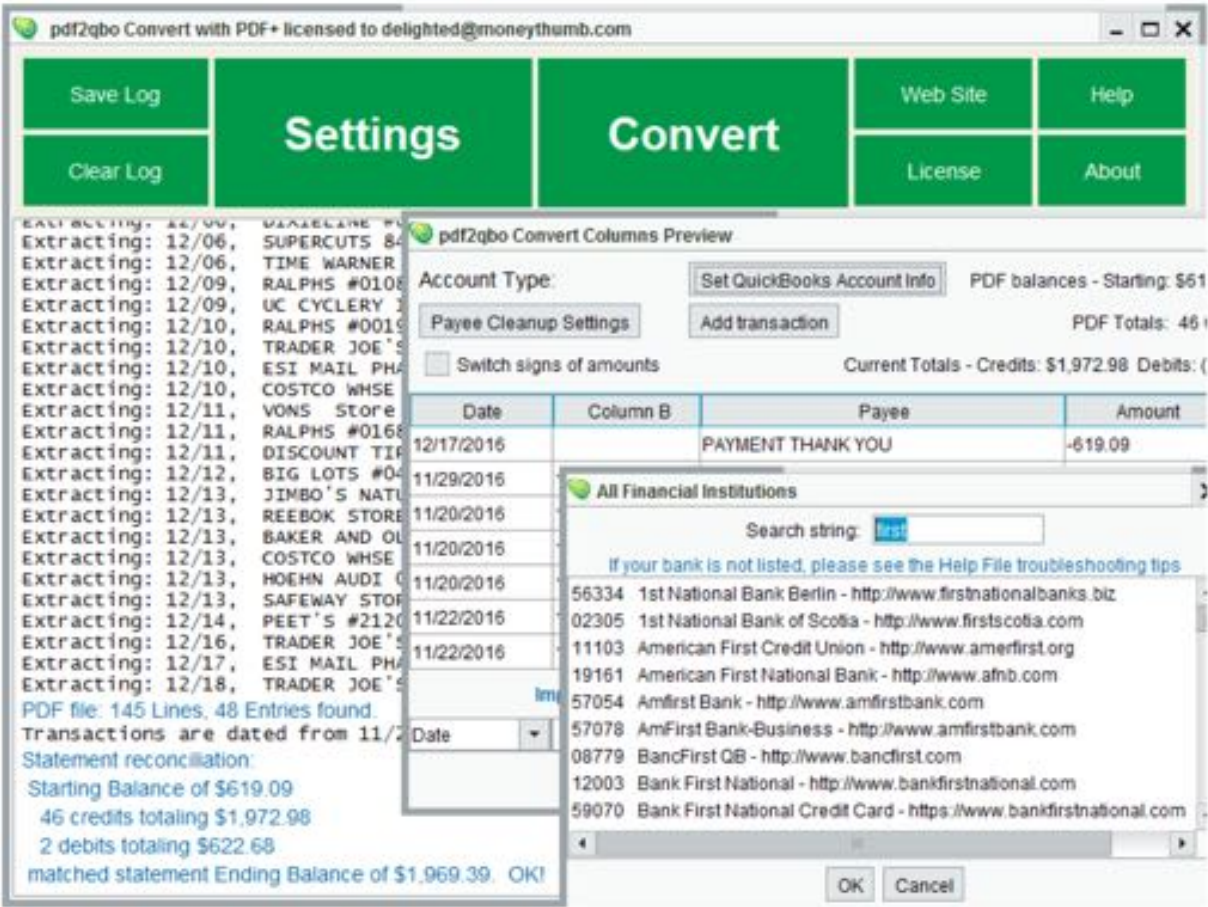
0 The grid is sorted by Records and you can click on the each Cell to edit.

id	id	id	id	id	id	id	id	id
1	1	1	Customer 1	1/2/2015	6/2/2014	6/2/2014	100%	Trading 1.1
2	1	1	Customer 1	1/2/2015	6/2/2014	6/2/2014	100%	Trading 1.1
3	1	1	Customer 1	1/2/2015	6/2/2014	6/2/2014	100%	Trading 1.1
4	1	1	Customer 1	1/2/2015	6/2/2014	6/2/2014	100%	Trading 1.1
5	2	2	Customer 1	1/2/2015	6/2/2014			
6	2	2	Customer 1	1/2/2015	6/2/2014			

Powerful data preview/edit grid

# Data Utility Apps to Import Data into QBO

PDF2QBO (by MoneyThumb)



# How Transaction Pro Importer for QBO (by Right Networks) Works

Transaction Pro Importer

infurtt

Home

Upgrade Subscription

Choose Import Type

Upload File

Select File and Sheet

Match Columns

Preview and Import

Still not sure? Investigate

Feedback

Transactions to Import

Imported Transactions

Options

	Include Transaction	Ref Number	AP/Account	Vendor	Trn Date	Due Date	Sales Term
1	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
2	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
3	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
4	<input checked="" type="checkbox"/>	185		Greens Tax Service	11/01/2014		Net 30
5	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
6	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
7	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
8	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
9	<input type="checkbox"/>						

Back To Field Matching

Import

Next Sheet

# PRODUCT DEMONSTRATION



# Transaction Pro Importer for QBO (by Right Networks)

Transaction Pro Importer

infur

benachd\_r@infur.com  
Rightway Consulting, 40000 1000  
Plan: Up to 3 users  
\$24.99/month  
Days left: 4  
**Importing Bills**  
Home  
Upgrade Subscription  
Choose Import Type  
Upload Files  
Select File and Sheet  
Match Columns  
**Preview and Import**  
Click above to navigate backwards

Transactions to Import

Imported Transactions

	Include Transaction	RefNumber	APNumber	Vendor	TrnDate	DueDate	SalesTerm
1	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
2	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
3	<input checked="" type="checkbox"/>	101		Shipton	11/01/2014	11/15/2014	
4	<input checked="" type="checkbox"/>	180		Green's Taxi Service	11/01/2014		Net 30
5	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
6	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
7	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
8	<input checked="" type="checkbox"/>	201		Federal Express	11/01/2014		Net 30
9	<input type="checkbox"/>						

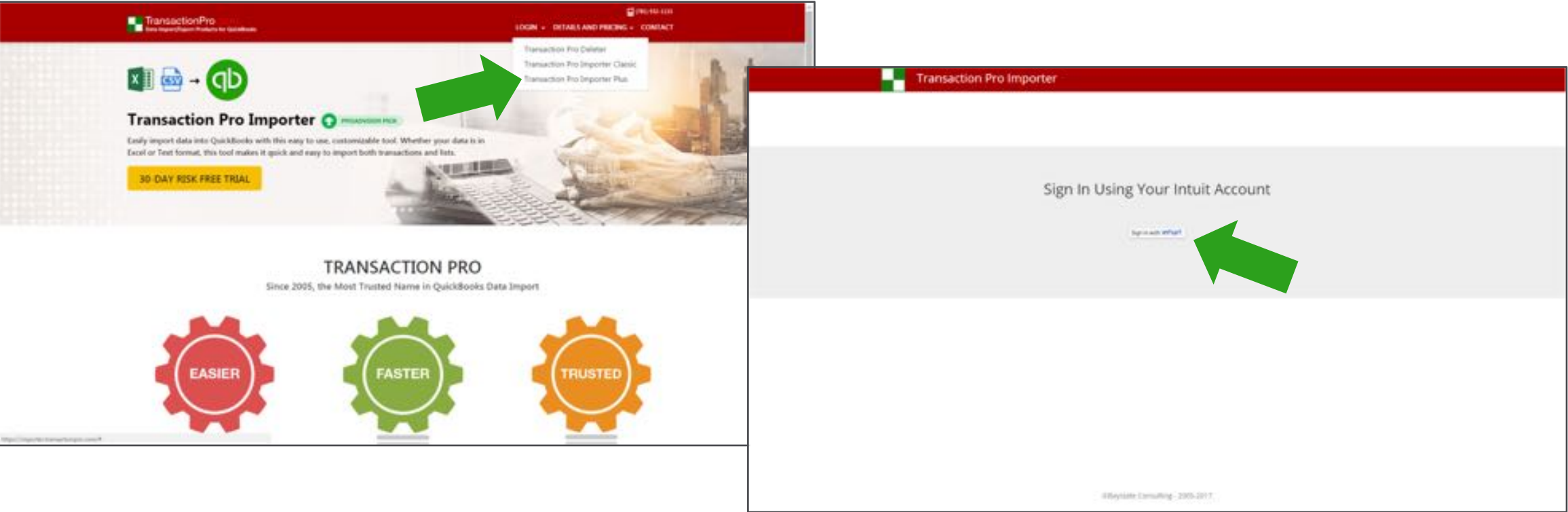
Back To Field Matching

Import

Next Sheet



# Sign up for Transaction Pro Importer for QBO (by Right Networks)





# Authorize Transaction Pro Importer for QBO (by Right Networks)

Intuit App Center intuit.

Sign in to importer.transactionpro.com using your Intuit Account

importer.transactionpro.com is requesting your Intuit account information in order to grant you access to the app.

Don't have an account? Sign up now

## Sign in

Email or user ID

Password


Use 6 or more characters and no spaces.

☒ Remember me





[Sign in](#)

[Sign in with Google](#)

[I forgot my user ID or password](#)




**intuit.** simplify the business of life

[Privacy](#) | [Feedback](#) | [About Intuit](#) | [Legal](#)

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**Transaction Pro Importer**  [Home](#) [888, 156, 1111](#) [Settings](#) [Help](#) [Sign Out](#)

## Subscription Details

You can always go back to the old application should you find issues or are not happy with the new app. [Take me to old app](#)

Realm ID: 317458030

Company Name: [REDACTED]

Plan: Trial - Free For 2 Years

Days Left: 758

Role: ADMINISTRATOR

[Learn How To Import](#)


[START IMPORT](#)

A comprehensive guide to help use the application.

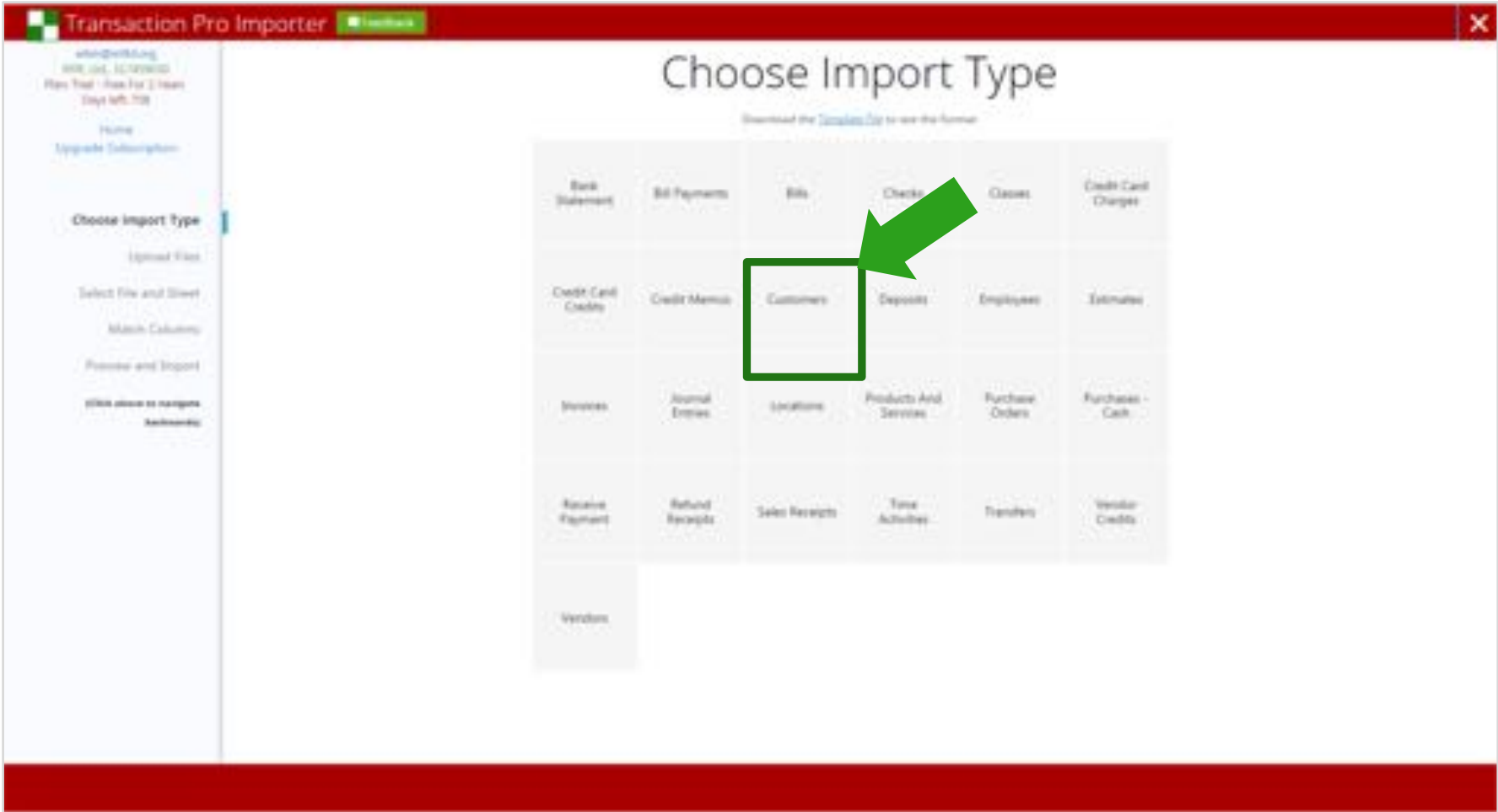
[Add a New Subscription](#) [Disconnect From QuickBooks](#) [Cancel Subscription](#)

Need help or have questions? We are here to help! Call Toll-Free (888) 796-7596 or (781) 932-1133

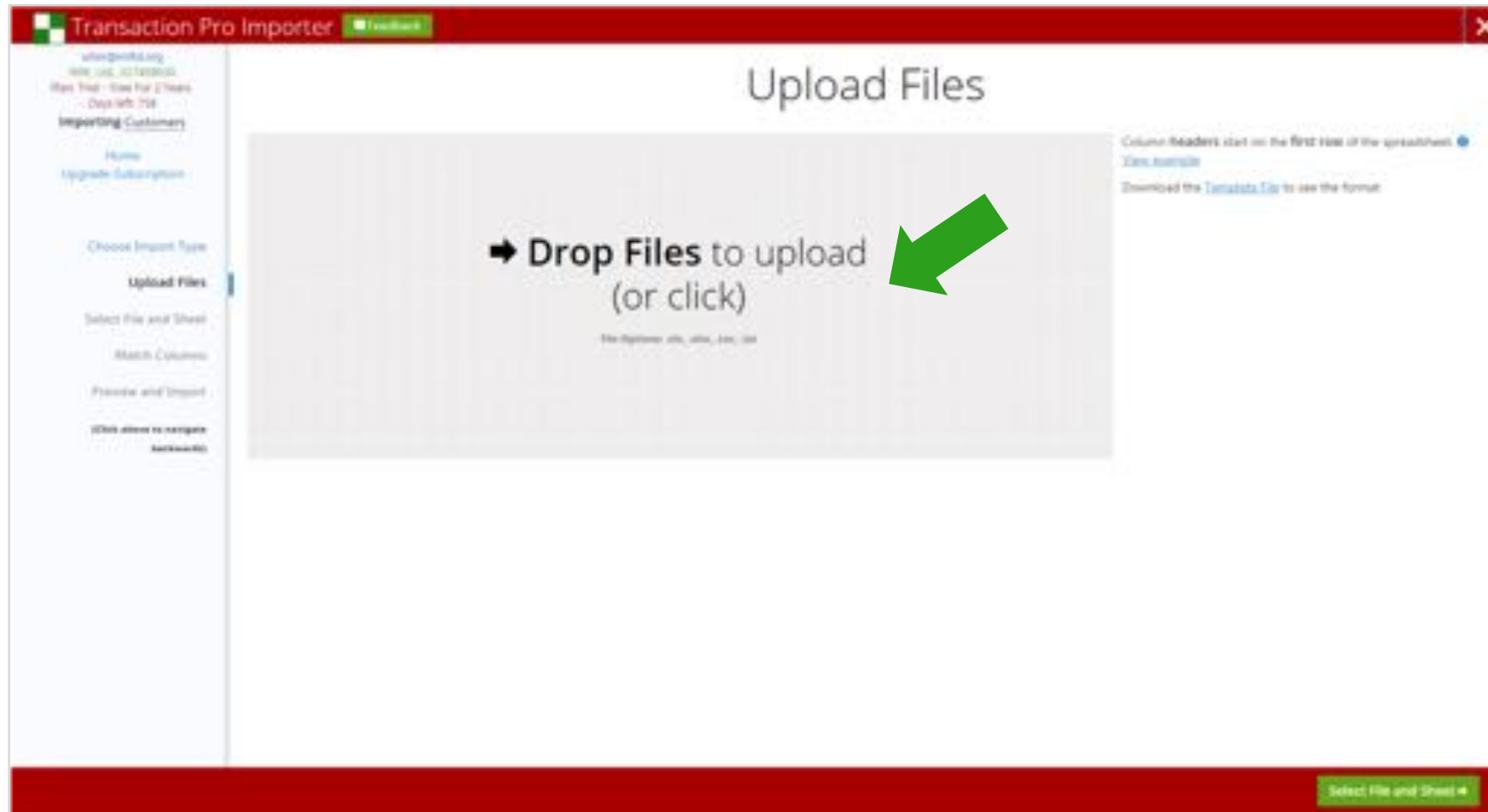
© Baystate Consulting - 2015-2017



# Choose Import Type with Transaction Pro Importer for QBO (by Right Networks)



# Select Files to Import with Transaction Pro Importer for QBO (by Right Networks)



# Data to Import into Transaction Pro Importer for QBO

(by Right Networks)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Title	Company	Name/Address	Name/Address	Name/Address	Name/Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address	Billing Address
1	ABC	Business Industries	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345
2	ABC	Weather Associates	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345
3	ABC	Finance Partners	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345	12345

# Upload to Transaction Pro Importer for QBO (by Right Networks)

## Upload Files



# Select Sheet within File to Import into Transaction Pro Importer for QBO (by Right Networks)

Transaction Pro Importer [Feedback](#)

whm@nrbd.org  
RUB, Ltd, 317459030  
Plan: Trial - Free For 2 Years  
Days left: 758  
[Importing Customers](#)  
[Home](#)  
[Upgrade Subscription](#)  
[Choose Import Type](#)

## Select File and Sheet

You will come back to this screen to import your other sheets

File Name	Spreadsheets (click 'Import Sheet' to continue)	
TransactionsImportTemplate.xls	Customers	<a href="#">Import Sheet ➔</a>

# Field Mapping in Transaction Pro Importer for QBO

(by Right Networks)

qb@intuit.com  
888.123.1234567890  
Plan: Trial - Free for 2 Weeks  
Days left: 756

Importing Customers

Home  
Upgrade Subscription

Choose Import Type  
Upload File

Select File and Sheet

Match Columns

Process and Import

Click above to navigate backwards

Transaction Pro Importer

Feedback

Match Columns to QuickBooks Fields

Spreadsheet: Customers

Choose Saved Options:

Importing Customers (changed)

view QBO Names

Auto-Match Columns

Save Mapping Options

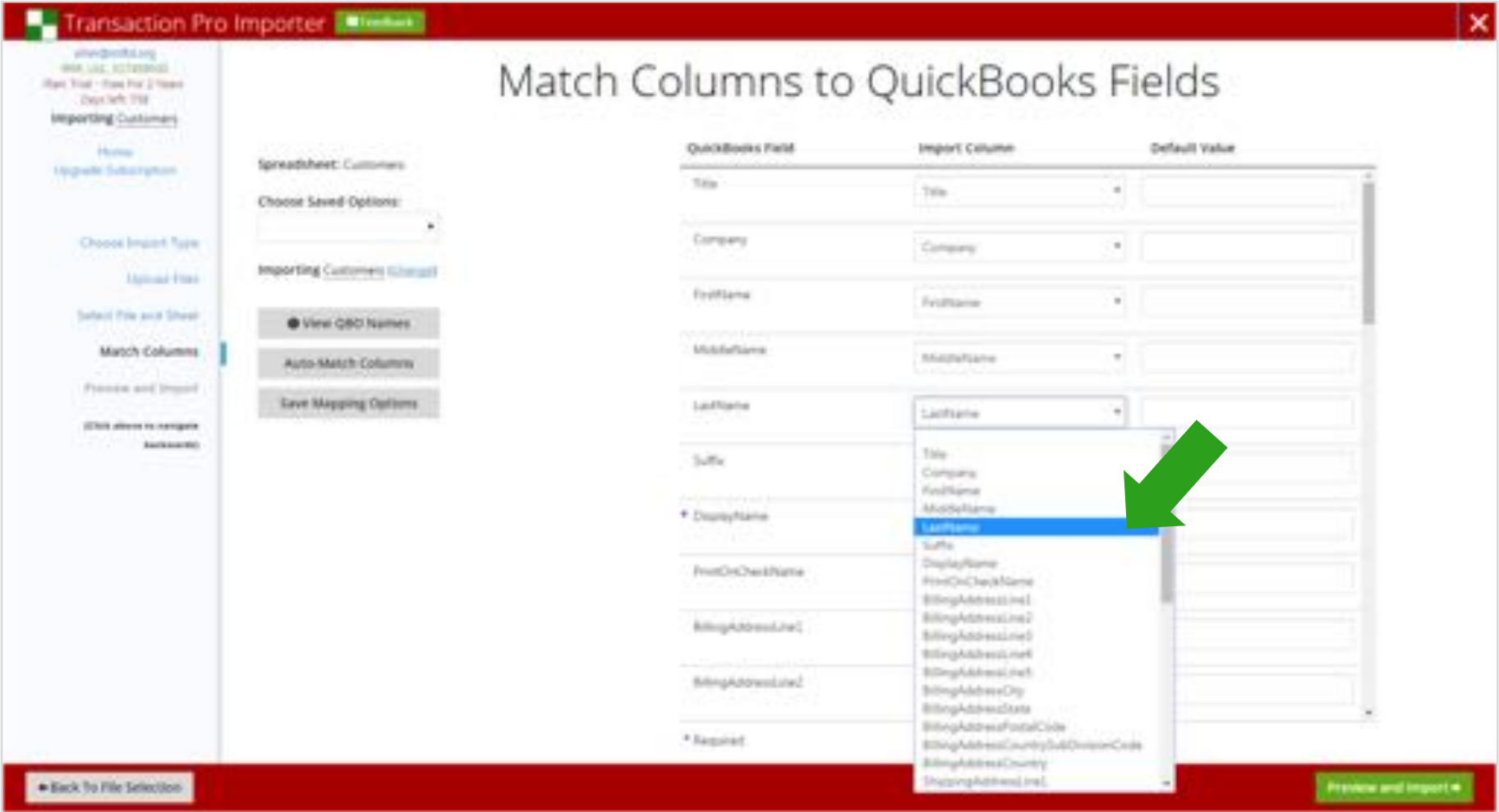
QuickBooks Field	Import Column	Default Value
Title	Title	*
Company	Company	*
FirstName	FirstName	*
MiddleName	MiddleName	*
LastName	LastName	*
Suffix	Suffix	*
DisplayName	DisplayName	*
FirstOnCheckName	FirstOnCheckName	*
BillingAddressLine1	BillingAddressLine1	*
BillingAddressLine2	BillingAddressLine2	*

Back To File Selection

Preview and Import

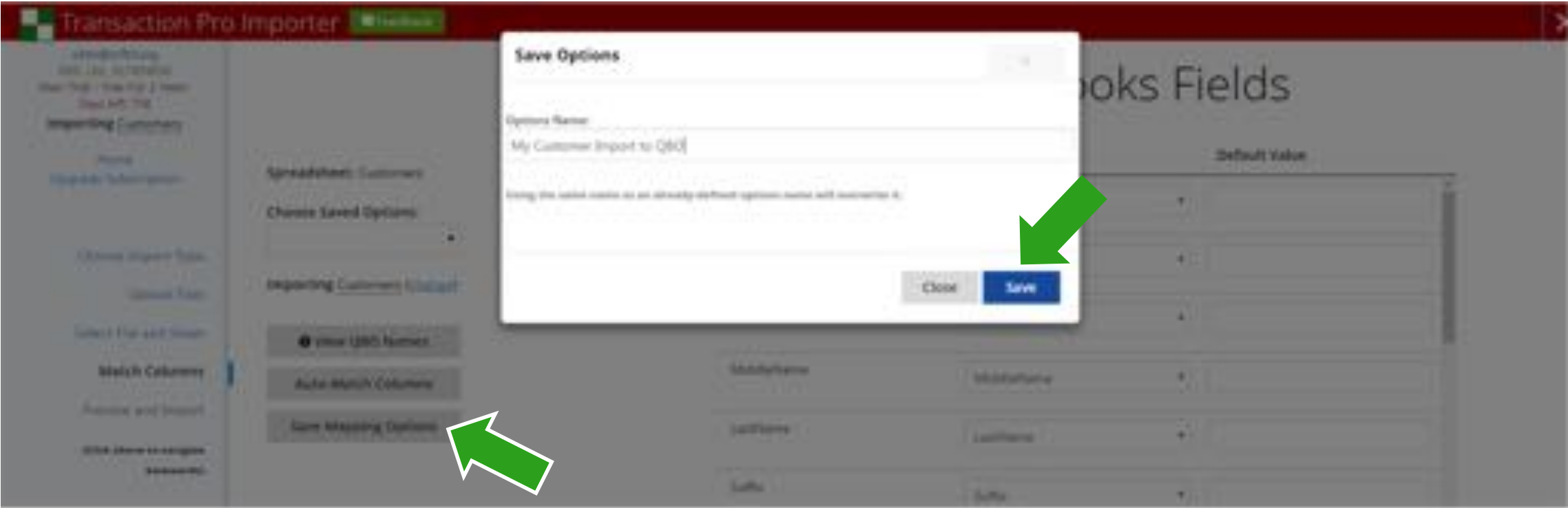
# Field Mapping in Transaction Pro Importer for QBO

(by Right Networks)





# Save Mapping for Later Use in Transaction Pro Importer for QBO (by Right Networks)



# Proceed to Import with Transaction Pro Importer for QBO (by Right Networks)

Transaction Pro Importer

when@right.com  
Plan Trial - Free For 2 Weeks  
Days left: 108  
Importing Customers  
Home  
Upgrade Subscription  
Choose Import Type  
Upload File  
Select File and Sheet  
Match Columns  
Preview and Import  
Click above to navigate  
Backward

Spreadsheet: Customers

Choose Saved Options:  
My Customer Import to QBO

Importing Customers (1/2/2021)

View QBO Names

Auto-Match Columns

Save Mapping Options

Delete Mapping Options

Match Columns to QuickBooks Fields

QuickBooks Field	Import Column	Default Value
Title	Title	
Company	Company	
FirstName	FirstName	
MiddleName	MiddleName	
LastName	LastName	
Suffix	Suffix	
DisplayName	DisplayName	
FirstOrCheckName	FirstOrCheckName	
BillingAddressLine1	BillingAddressLine1	
BillingAddressLine2	BillingAddressLine2	

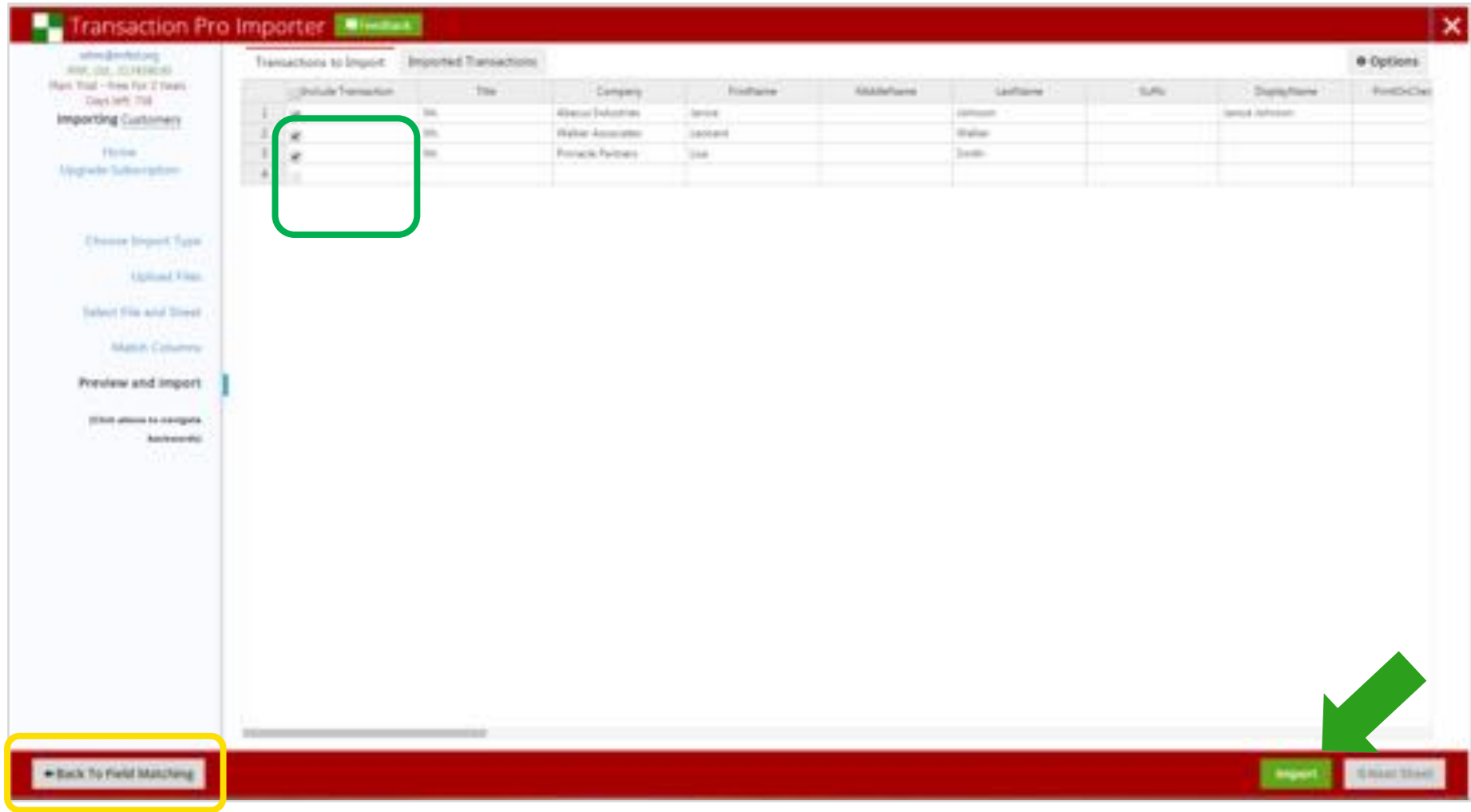
\* Required

Back To File Selection

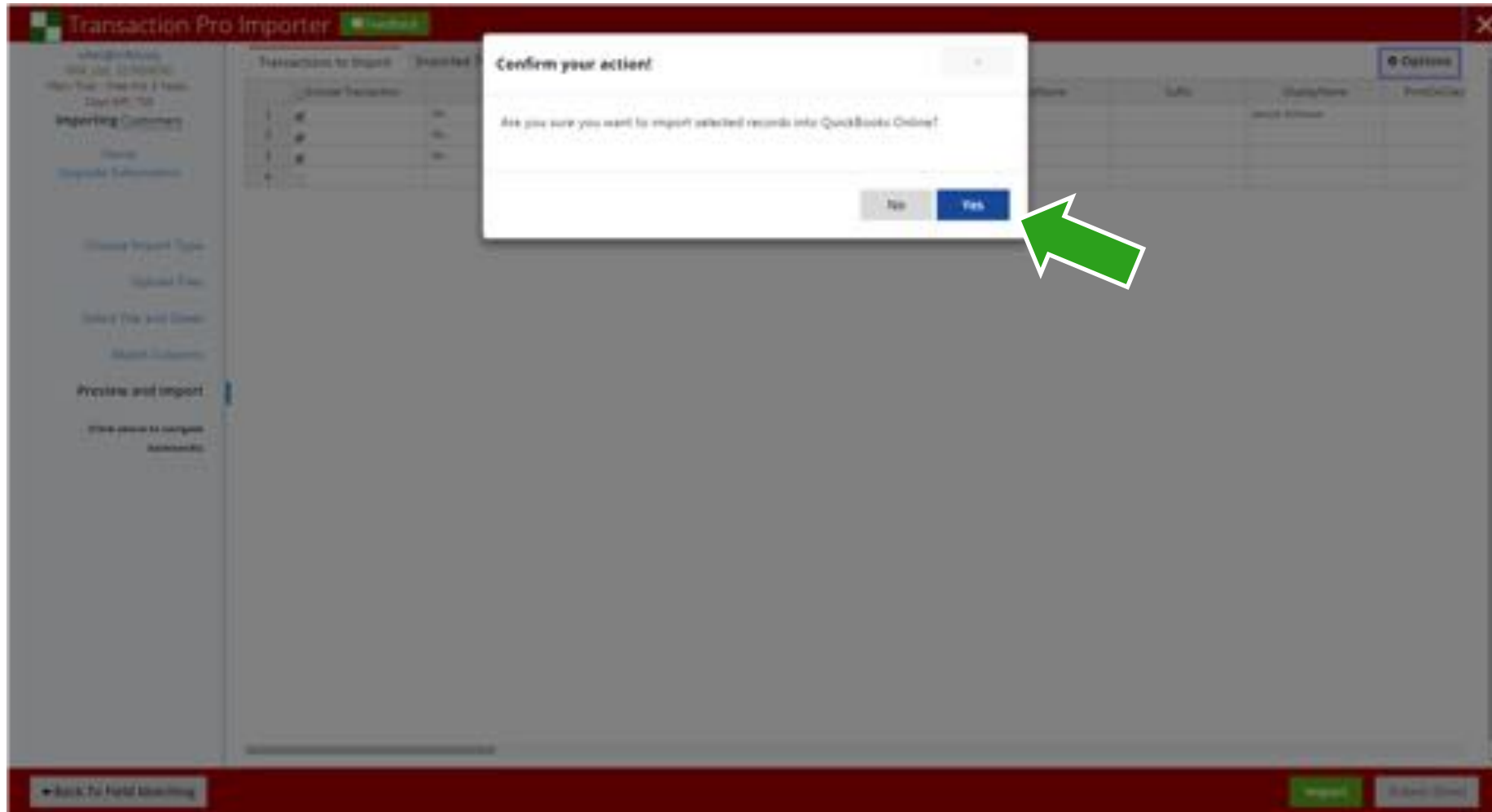
Preview and Import



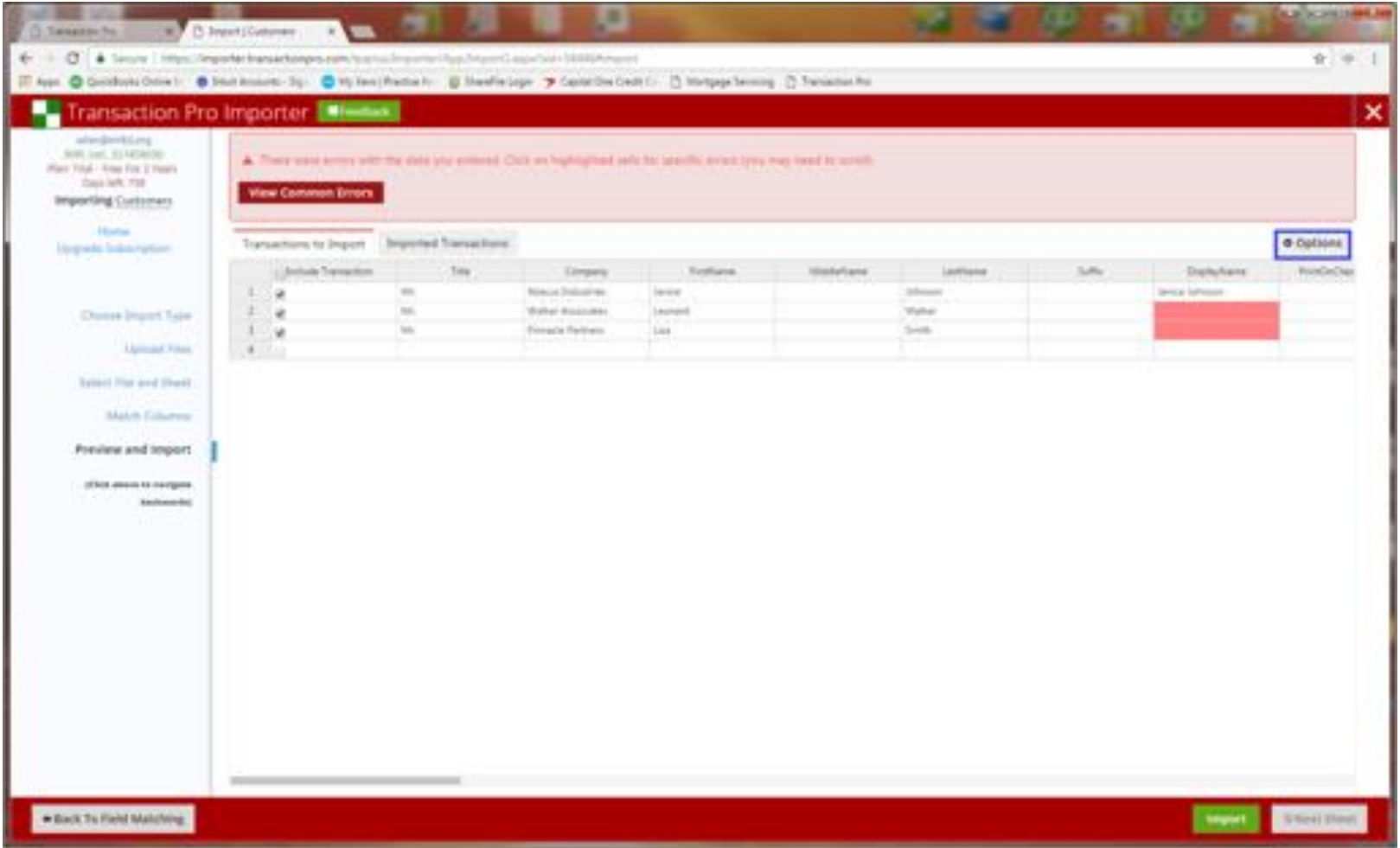
# Import with Transaction Pro Importer for QBO (by Right Networks)



# Confirm Import with Transaction Pro Importer for QBO (by Right Networks)



# Import Validation with Transaction Pro Importer for QBO (by Right Networks)



# Import Error Reporting in Transaction Pro Importer for QBO (by Right Networks)

Transaction Pro Importer

There were errors with the data you provided. Click on highlighted cells for specific errors you may need to avoid.

View Common Errors

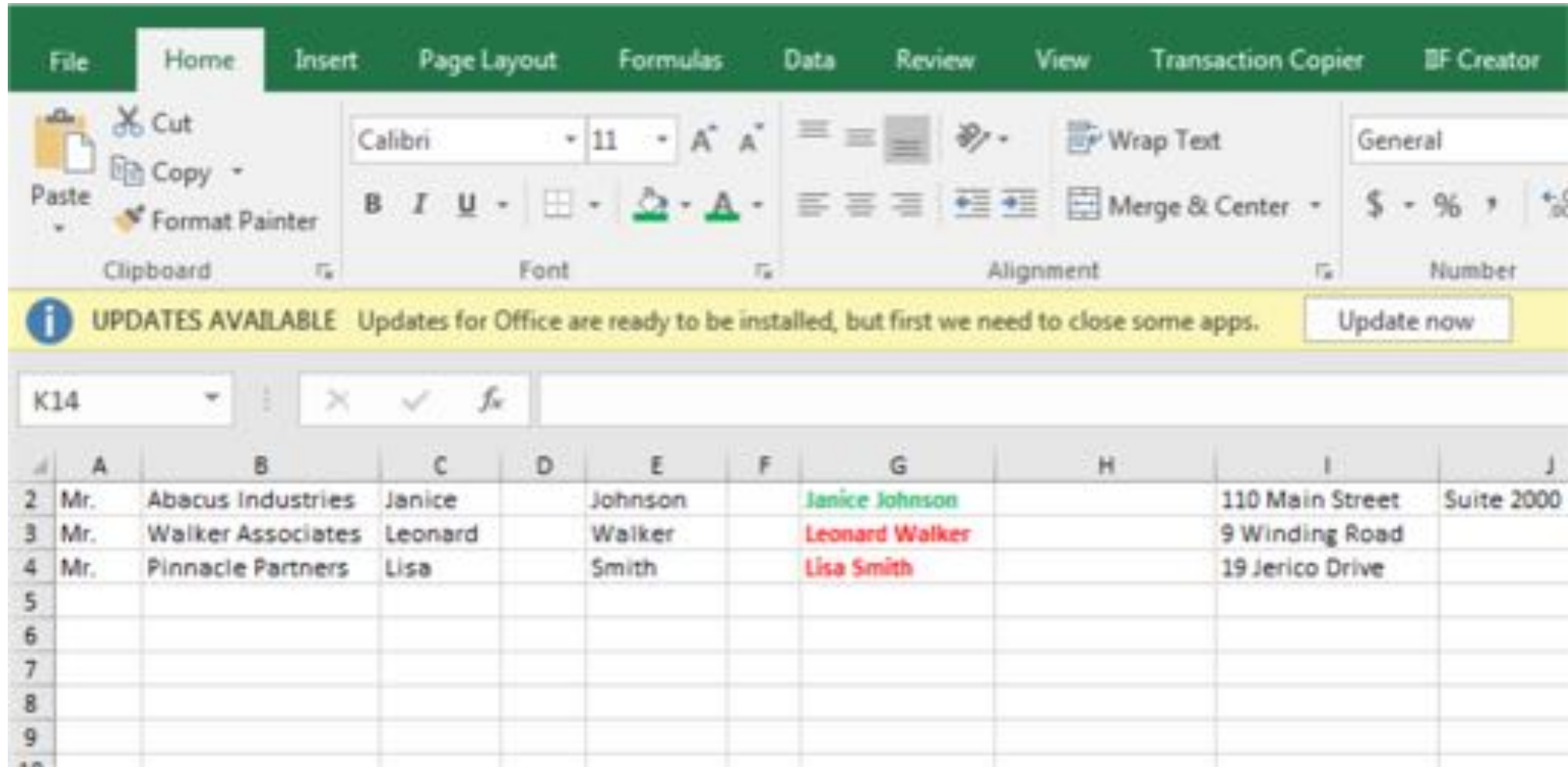
Transactions to Import Imported Transactions

Import Options

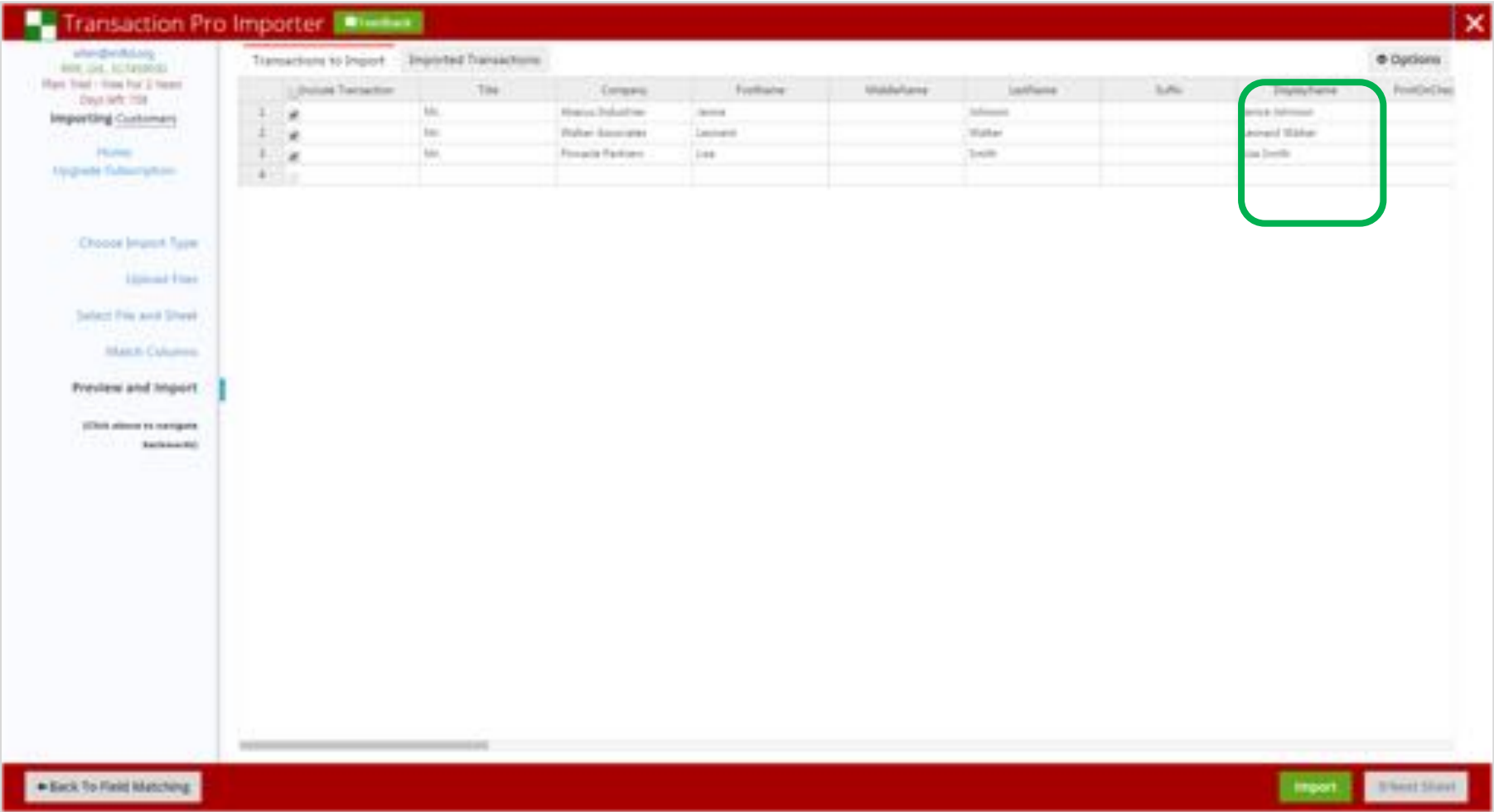
- ☐ Let QuickBooks Auto-Assign Estimate Numbers [View Details](#)
- ☐ Let QuickBooks Auto-Assign Invoice Numbers [View Details](#)
- ☐ Let QuickBooks Auto-Assign Journal Entry Numbers [View Details](#)
- ☐ Let QuickBooks Auto-Assign Sales Receipt Numbers [View Details](#)
- ☐ Let QuickBooks Auto-Assign Purchase Order Numbers [View Details](#)
- ☐ Let QuickBooks Auto-Assign Credit Memo Numbers [View Details](#)
- ☐ Enable Account Numbers on Transactions [View Details](#)
- ☐ Update address on Customer/Supplier during transaction import [View Details](#)
- ☐ Cross reference customer name with email number on sales transactions [View Details](#)
- ☐ Cross reference vendor name with account number on purchase transactions [View Details](#)
- ☐ Do not automatically add accounts from your import data that are not in QuickBooks Online [View Details](#) / [How it works](#)
- ☐ Do not automatically add items from your import data that are not in QuickBooks Online [View Details](#) / [How it works](#)
- ☐ Do not automatically add customers from your import data that are not in QuickBooks Online [View Details](#) / [How it works](#)
- ☐ Do not automatically add vendors from your import data that are not in QuickBooks Online [View Details](#) / [How it works](#)
- ☐ Do not automatically add tax items from your import data that are not in QuickBooks Online [View Details](#) / [How it works](#)

Back To Field Matching Import Select Sheet

# Editing to Correct Import Errors with Transaction Pro Importer for QBO (by Right Networks)



# Importing after Corrections with Transaction Pro Importer for QBO (by Right Networks)





# Successful Import with Transaction Pro Importer for QBO (by Right Networks)

Transaction Pro Importer

Feedback

Close

www.quickbooks.org  
909.444.3374  
Plan Trial - Free for 2 Years  
Days left: 158

Importing Customers

Home

Upgrade Subscription

Choose Import Type

Upload File

Select File and Sheet

Match Columns

Preview and Import

(Click above to navigate backwards)

From your web browser, download the file

Transactions to Import

Imported Transactions

Export to Excel

Send to Email

Options

	Title	Company	PostName	NodeName	LeafName	Full	Display Name	PostOrCheckName	BilligAddre
1	IN	Service Internet	credit		Internet		Service Internet		100 Main Street
2	IN	Market Associates	credit		Market		Market Associates		100 Main Street
3	IN	Market Associates	credit		Market		Market Associates		100 Main Street
4									

Back to Field Matching

Import

Next Sheet



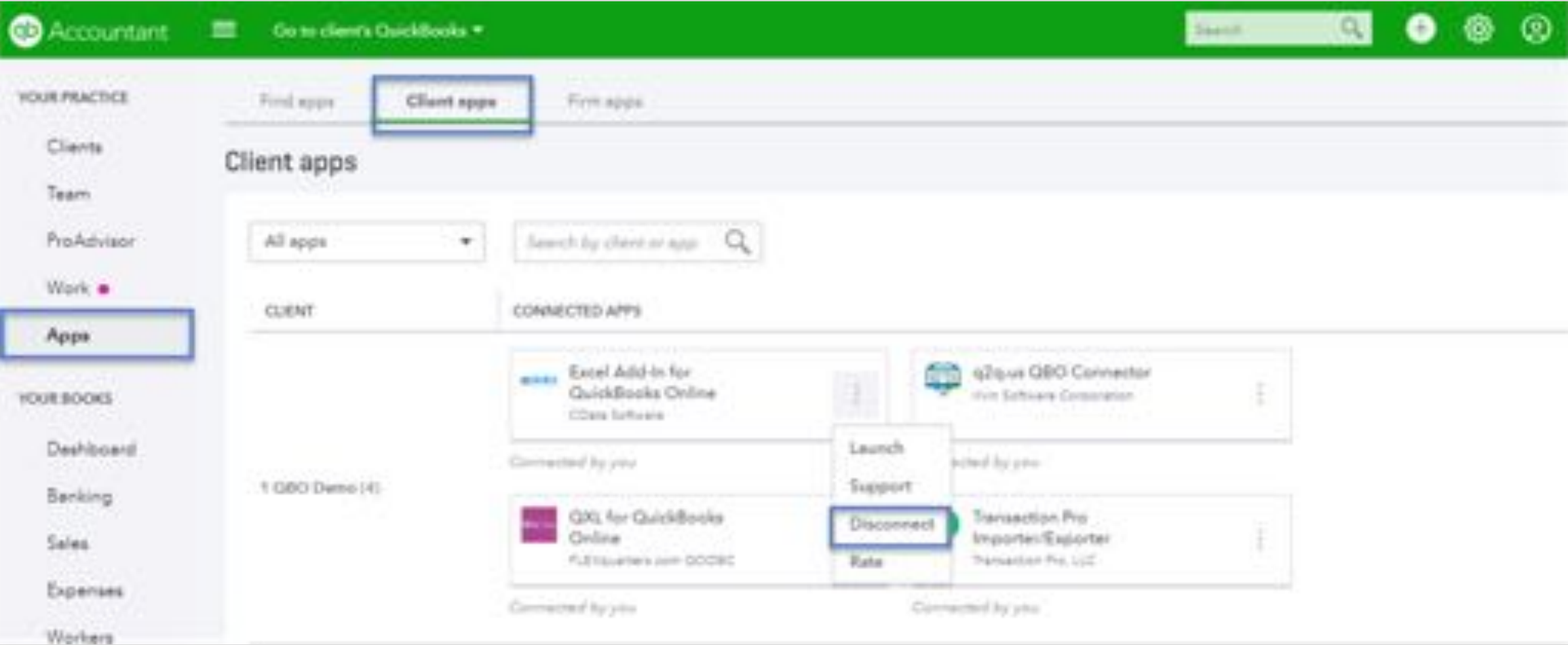
# Afternoon Break

# QuickBooks Online Master Class

## Session 6

**WORKING IN QUICKBOOKS ONLINE  
AND WAYS TO EXPAND EFFICIENCY**

# Removing No Longer Needed Apps from Your Clients' QBO

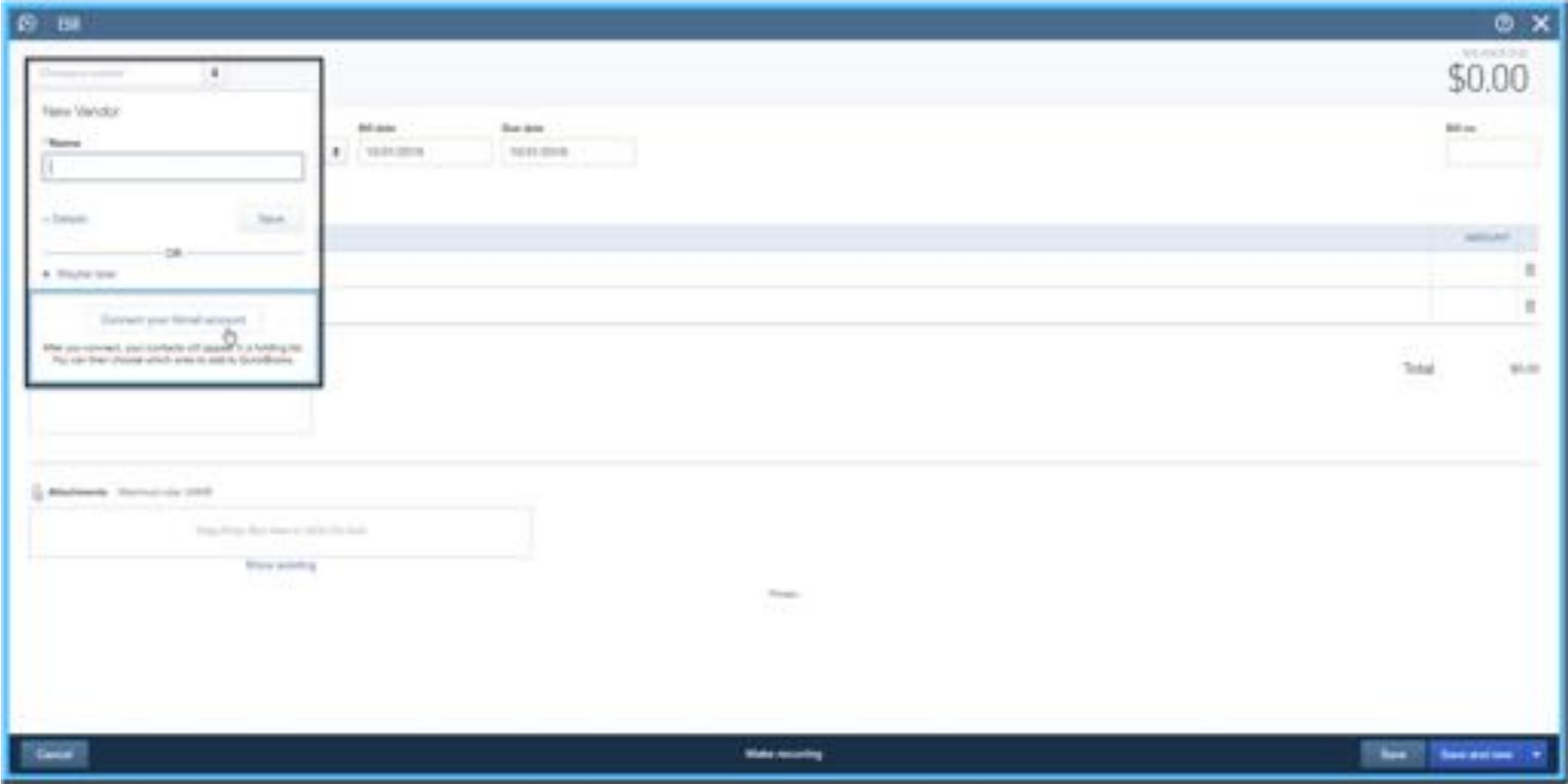


# Removing No Longer Needed Apps from Your Clients' QBO

Cancel subscriptions with 3rd party apps

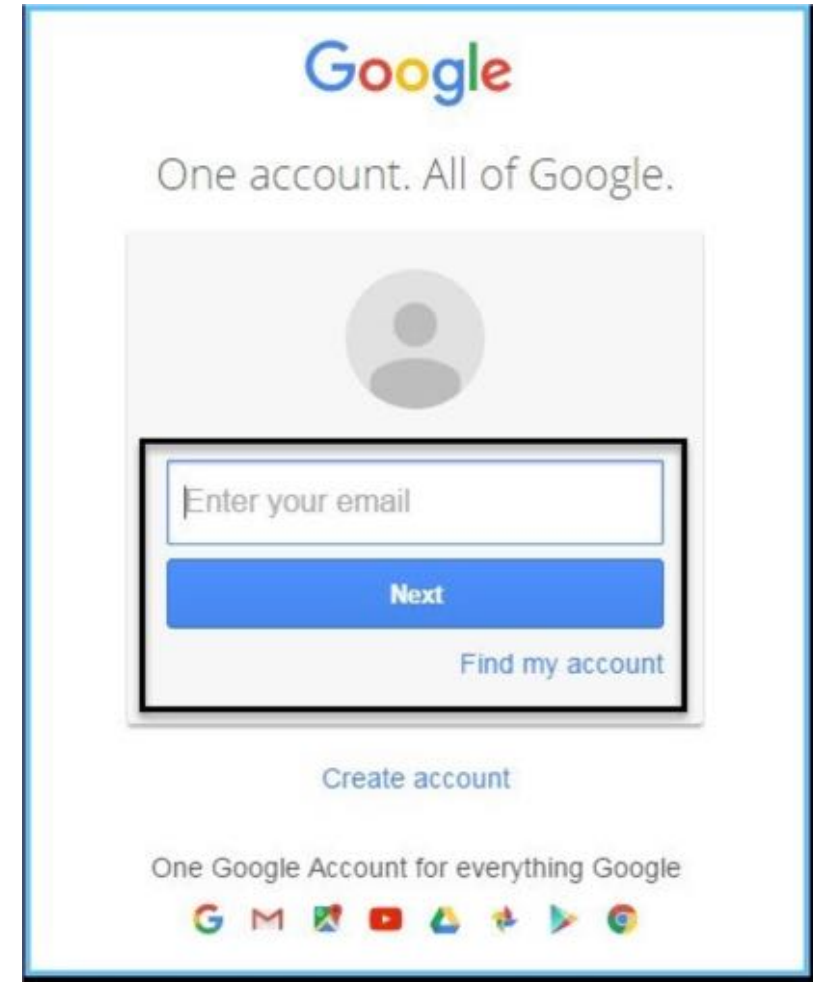


# Connecting Gmail Contacts to QuickBooks Online



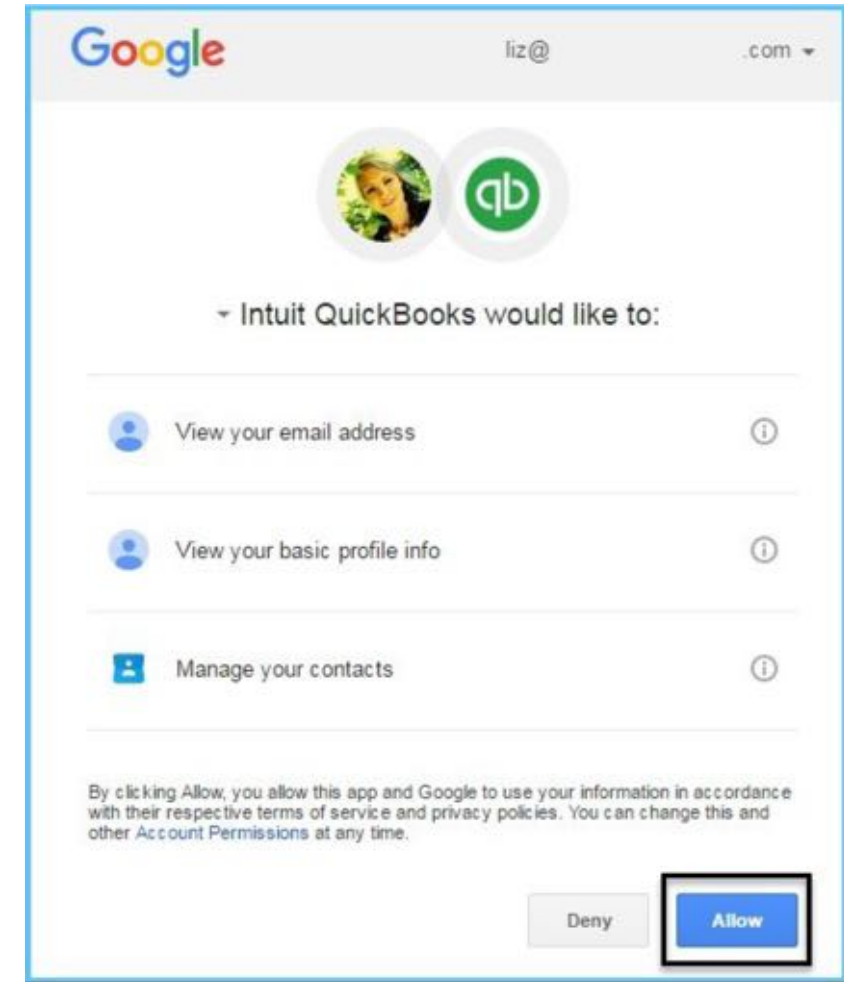
# Connecting Gmail Contacts to QuickBooks Online

Login to Gmail from the QBO Vendor  
or Customer name field



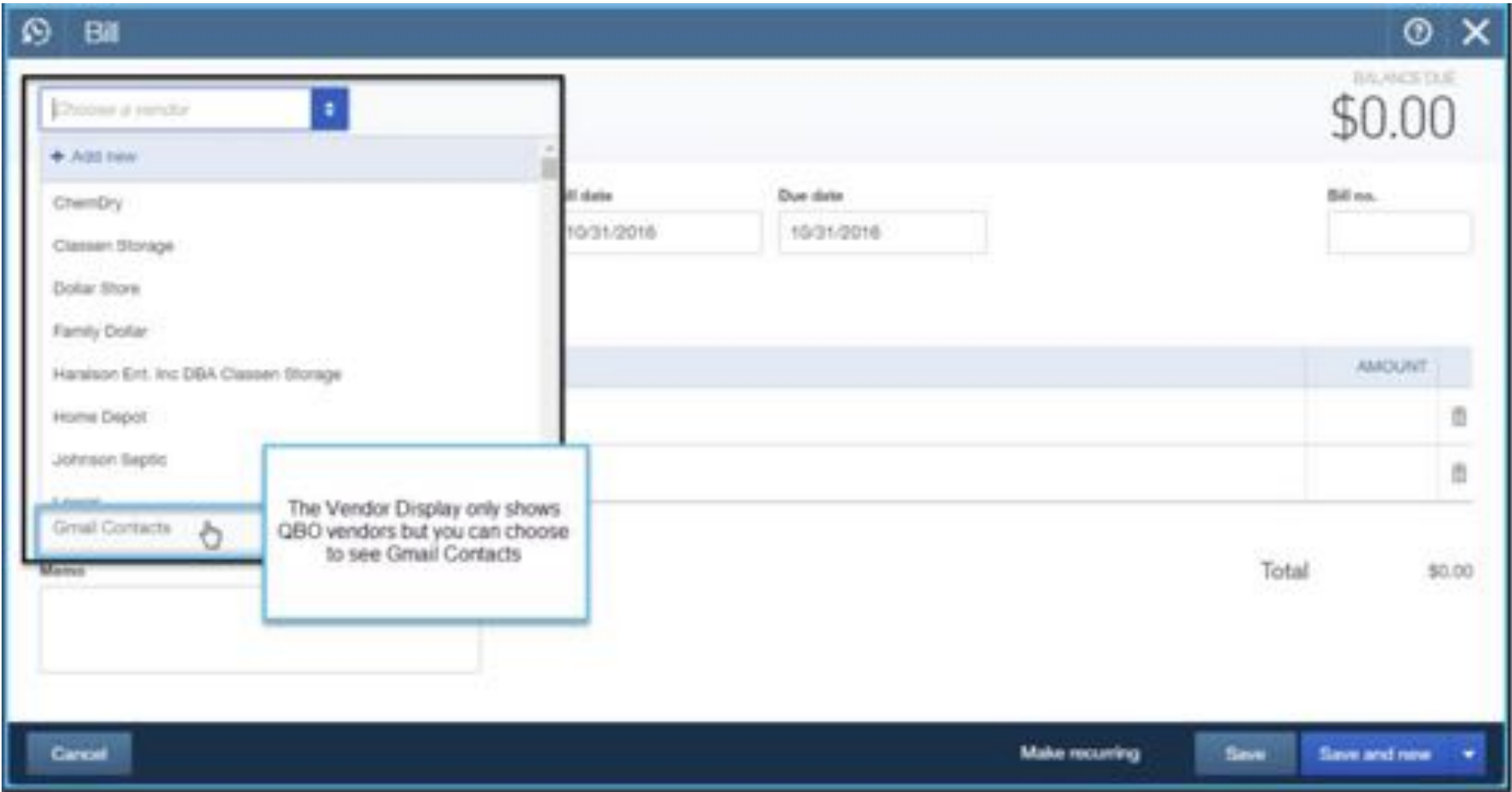
# Connecting Gmail Contacts to QuickBooks Online

Allow QBO access to Gmail account





# Connecting Gmail Contacts to QuickBooks Online



# Connecting Gmail Contacts to QuickBooks Online

Bill

Liz Scott

Add Gmail contact as vendor

\* Name

Liz Scott

+ Details

Save

Bill date

10/31/2016

1

2

Add lines

Clear all lines

Memo

# Connecting Gmail Contacts to QuickBooks Online

Title

First name

Middle name

Last name

Suffix

Liz

Scott

Company

Liz Scott

\* Display name as

Liz Scott

Print on check as

☒ Use display name

Liz Scott

Address

map

1234 Street

City/Town

OK

ZIP

Country

Notes

Email

liz@accountinglifelineok.com

Phone

Mobile

Fax

4055555555

Other

Website

Terms

Enter Text

All Vendor Details were brought into QBO

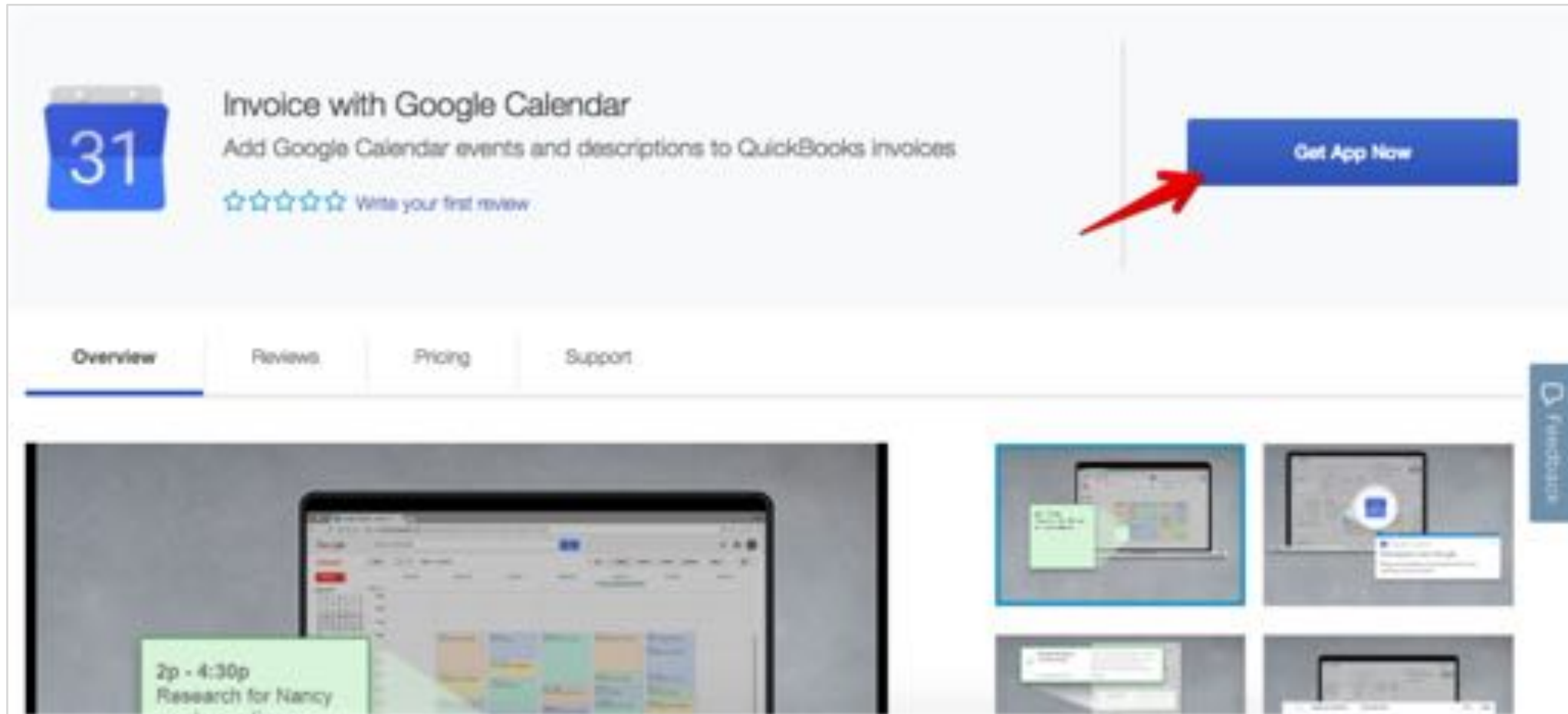
Cancel

Make inactive

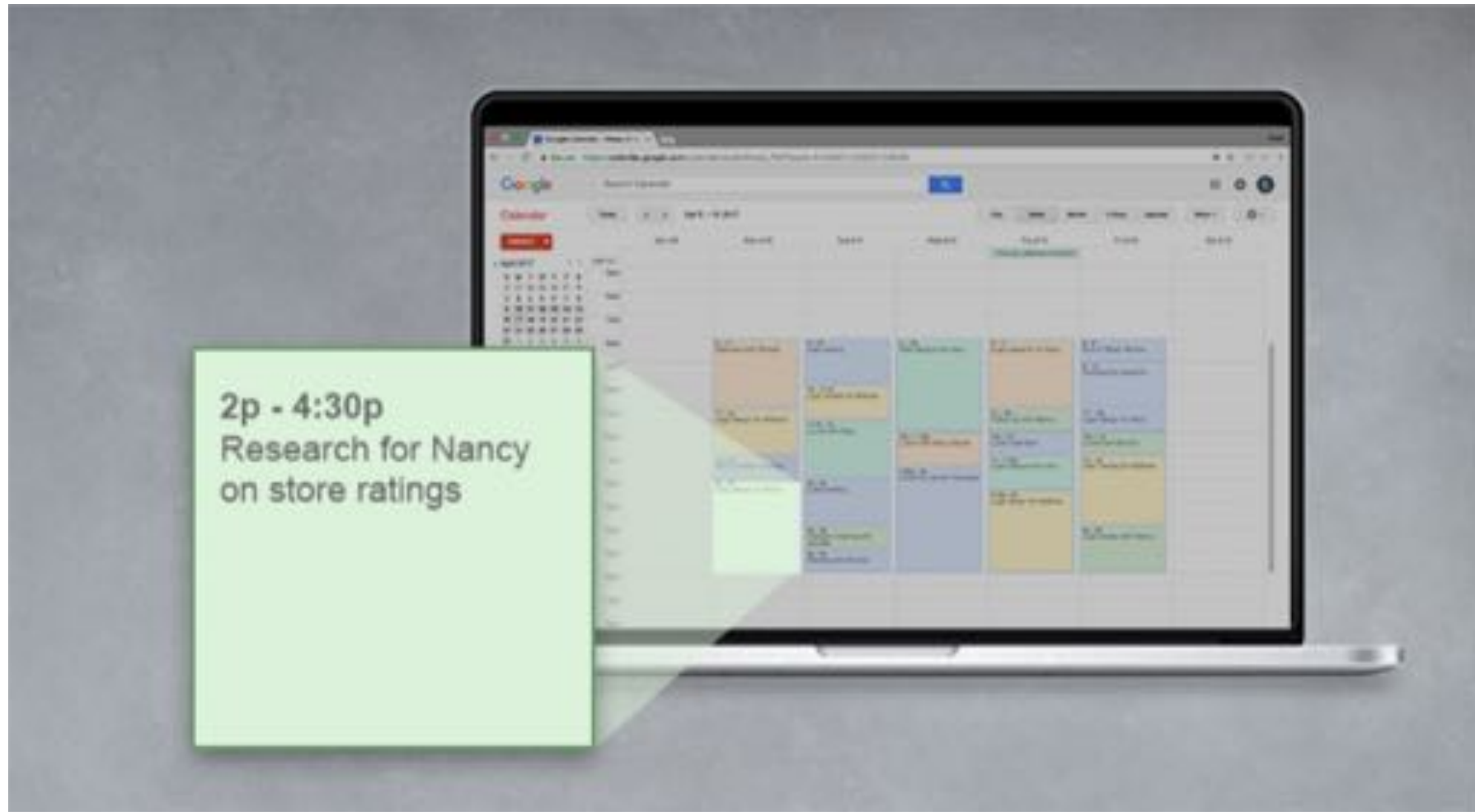
Privacy

Save

# Creating QBO Invoices Using Google Calendar events



# Creating QBO Invoices Using Google Calendar events



# Creating QBO Invoices Using Google Calendar events

## Invoice with the Google Calendar App

### Invoice with Google Calendar

✓

2

3

Sign in

Set up

Connect

What kind of work do you track with Calendar the most?

We'll use this as a placeholder on your invoice. You can always change it later.

Services

Connect

# Creating QBO Invoices Using Google Calendar events

Invoice

Choose a customer

Email (Separate emails with a comma)

☐ Send later

Online payments

☐ Credit

☒ Bank transfer

BALANCE DUE

\$0.00

Billing address

Terms

Net 30

Invoice date

06/06/2017

Due date

06/07/2017

#	PRODUCT/SERVICE	DESCRIPTION	AMOUNT
1			
2			

Add line

Clear all lines

Add sub-total

Total

\$0.00

Balance due

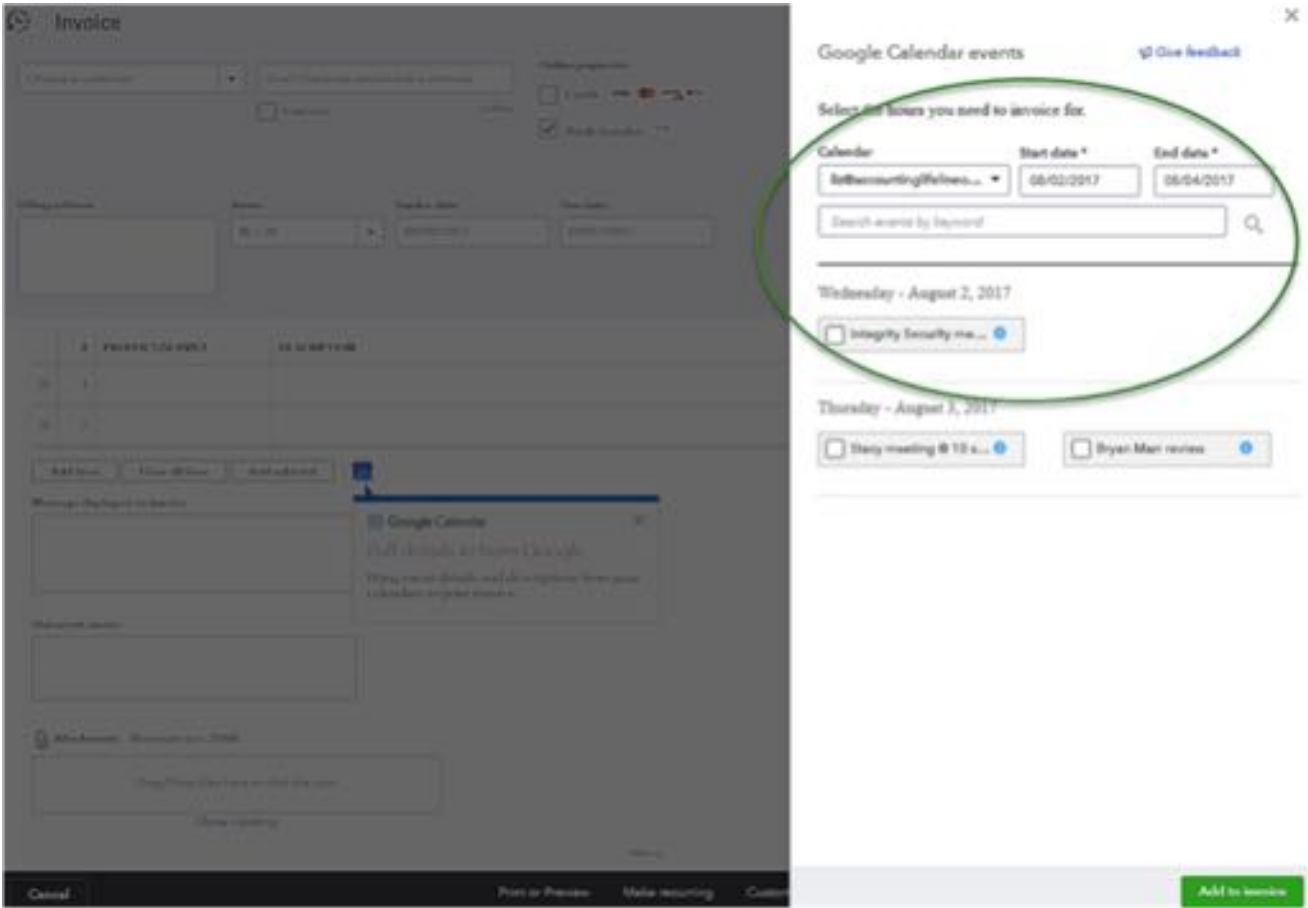
\$0.00

Google Calendar

Pull details in from Google

Bring event details and descriptions from your calendar to your invoice.

# Creating QBO Invoices Using Google Calendar events





# Creating QBO Invoices Using Google Calendar events

Invoice

Imaging Sci

imscs@bmail.com

☐ Send one Online

Online payments

☐ Cards

☒ Bank transfer

Billing address

Imaging Sci

Terms

Net 30

Invoice date

09/08/2017

Due date

09/07/2017

#	PRODUCT/SERVICE	DESCRIPTION	AMOUNT	
1	Services	Alarm Security meeting to review 2017	450.00	
2				

Add line

Clear all lines

Add subtotal

Message displayed on invoice

Total

\$450.00

Balance due

\$450.00

Print

Cancel

Clear


Print as PDF

Make recurring

Customize

Save

Save and send

A photograph of two young women with blonde hair in ponytails, seen from the side and slightly from behind. They are in a crowd, with other people and green foliage visible in the blurred background. The lighting is soft, suggesting an outdoor setting.

Final Thought:  
Who's your  
**App Champion?**

#QBConnect | WiFi: QBConnect

thank you!

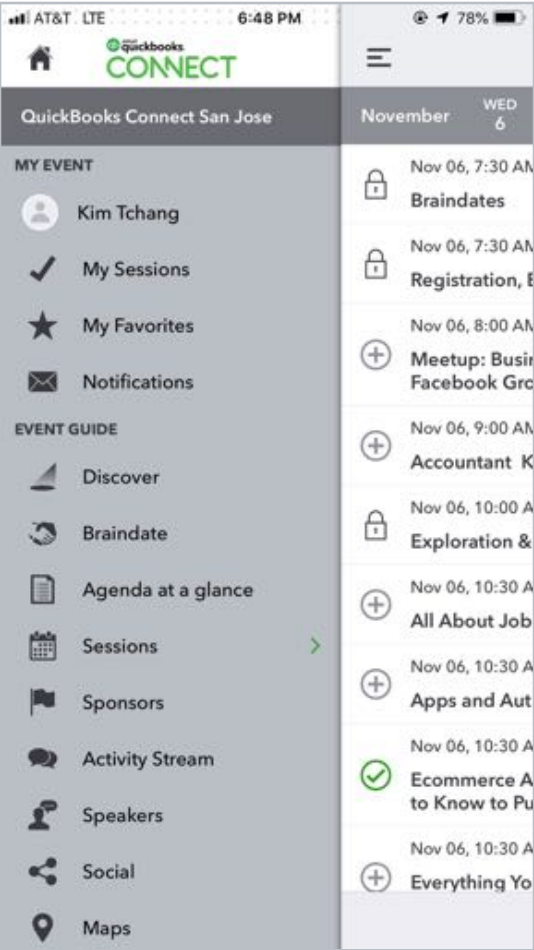


# Questions?

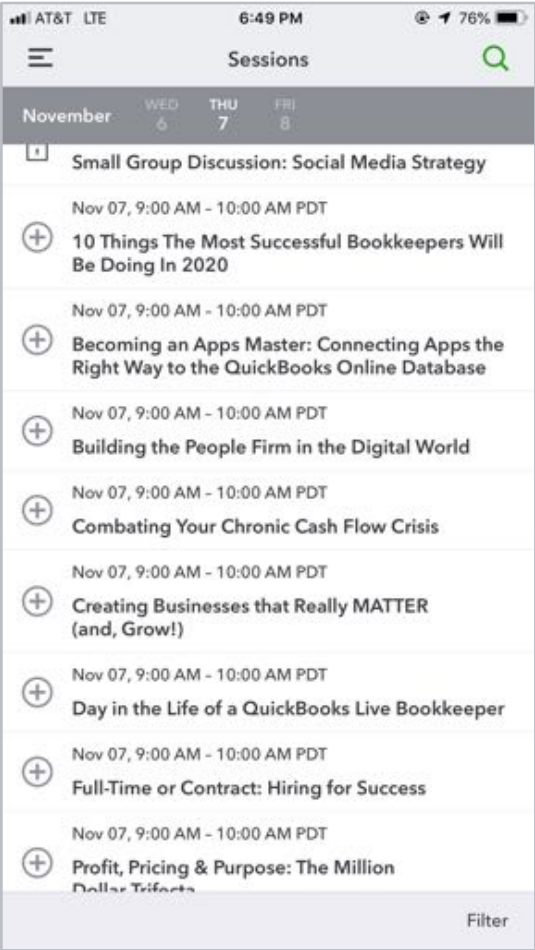
# Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

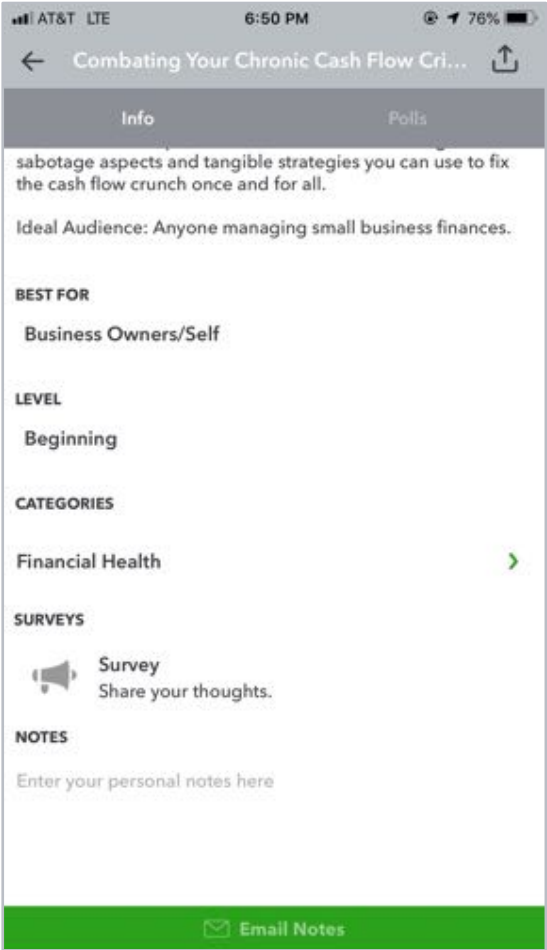
## 1. Select Sessions



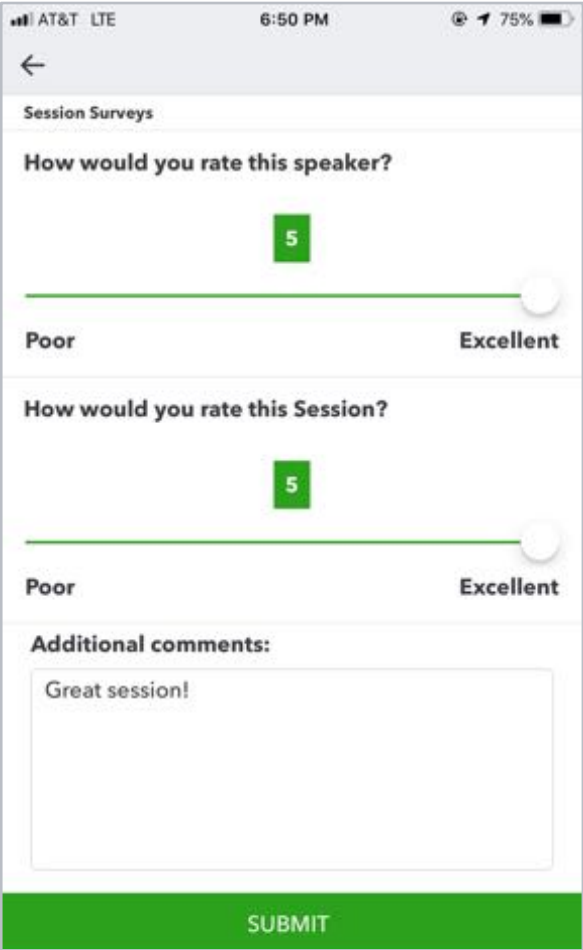
## 2. Select Session Title



## 3. Select Survey



## 3. 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://can.quickbooksconnect.com/agenda/>

The screenshot shows the QuickBooks Connect Canada 2023 agenda page. At the top, there's a navigation bar with links: Why Attend, Agenda (selected), Speakers, Pricing, Sponsors, Travel, and FAQ. Below this, there are tabs for the event dates: December 9 (Accountant Day), December 10 (selected), and December 11. A 'Print Agenda' link is on the right. A paragraph describes the breakout sessions. Below this is a search bar labeled 'Search for sessions'. A 'Filters' section contains buttons for Organizational Culture, Life & Business Skills, Technology Training, Business Growth, Advisory, and Financial Health, with an 'Expand all +' link. The main agenda list shows sessions from 7:30-9:00 am to 11:00 am-12:00 pm. The 'Breakout Sessions' section is expanded, showing details for 'Creating Your Small Business Culture', including a description, ideal audience, best for, speakers, location, track, CPD hours, and level. Other sessions listed are 'Understanding Personalities for Better Communication' and 'How to Use QuickBooks for Your Small Business: Introduction'.

**QuickBooks CONNECT** Why Attend Agenda Speakers Pricing Sponsors Travel FAQ

December 9 Accountant Day December 10 December 11 [Print Agenda](#)

Attend breakout sessions to learn strategies to grow your business, how to hire and build an ideal culture, tips to improve your financial health and more. Connect with peers and experts for one-on-one learning. More information coming soon.

Search for sessions

Filters: [Organizational Culture](#) [Life & Business Skills](#) [Technology Training](#) [Business Growth](#) [Advisory](#) [Financial Health](#) [Expand all +](#)

Time	Session	Action
7:30-9:00 am	Registration, Breakfast & Exploration	+
8:00-8:45 am	Meetup: New to Networking	+
9:00-10:00 am	Morning Keynote	+
10:00-11:00 am	Exploration & Connection	+
10:15-11:00 am	Meetup: Women in the Workforce	+
11:00 am-12:00 pm	<b>Breakout Sessions</b>	
	<b>Creating Your Small Business Culture</b> Many solopreneurs and small business owners feel like they don't have time to work on their company culture (or that they even should). Instead, they spend most of their days working in their business rather than "on" their business. In this session, you will receive tips on how to reduce stress, improve productivity, and improve your personal fulfillment all through the nurturing of your crew, your clients, your fans, AND yourself!  Ideal Audience: Business owners looking to enhance their culture.  Best For: Business Owners/Self-Employed Speakers: Tamia Madenatz Location: Room 201 CDEF Track: Organizational Culture CPD Hours: 1 Level: Introduction	+
	Understanding Personalities for Better Communication	+
	How to Use QuickBooks for Your Small Business: Introduction	+





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