

QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Certification Training Guide



Legal Notices

© 2017 Intuit Inc. All rights reserved. Intuit, the Intuit logo, QuickBooks, the QuickBooks logo, QB, the QB logo, and QuickBooks ProAdvisor, among others, are trademarks or registered trademarks of Intuit Inc. in Canada and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit Inc. does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit Inc. cannot warrant that the material contained herein will continue to be accurate, nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Contact Information

Intuit Canada ULC

5100 Spectrum Way,

Mississauga, ON L4W 5S2

February 12th, 2019

TABLE OF CONTENTS

QuickBooks Online Certification Training Overview	7
QuickBooks Online Certification Exam	7
QuickBooks Online Accountant Sign-up	7
Chapter 1 - Getting Started in QuickBooks Online Accountant.....	8
Objectives	8
Single sign on	9
Navigating QuickBooks Online Accountant	10
Clients	11
Bookkeeping	14
Team	16
Connecting to your Client	18
Chapter 2 – getting started in QuickBooks Online	19
Objectives	19
Overview	20
Dashboard	22
Create menu	23
Navigation Bar	24
Gear icon.....	25
Shortcuts.....	26
How quickbooks is built	27
Working with Transactions	35
Chapter 3 – Sales & Customers in QuickBooks.....	37
Objectives	37
Sales workflow overview	37
Invoices in QuickBooks Online	38

Receive payments - customer payments.....	42
Bank deposit.....	43
Sales receipts	44
Delayed charges overview	45
Credit memos & refund receipts	47
Sales Reports.....	51
Customer Statements	53
Chapter 4 - Expenses in QuickBooks Online.....	54
Suppliers & expenses overview	54
Objectives	54
Adding Suppliers	55
Expenses vs. accounts payable.....	56
Adding Expenses	56
Recurring entries	57
Attachments	58
Enter bills in quickbooks online.....	59
Pay bills	60
Cheques in quickbooks online.....	61
Supplier credits	62
Supplier reports	63
Reporting on expenses	64
reimbursable expenses.....	65
Chapter 5 – Online Banking	68
Objectives	68
Bank feeds overview	68
Setting up bank feeds	69
Processing transactions in the bank feed	72

Bank rules	75
Chapter 6 – Banking & Company activities in QuickBooks online.....	77
Objectives	77
Bank transfer	77
Bank reconciliation	78
Filing sales taxes	80
QuickBooks Online mobile.....	89
Downloading the mobile app	89
Open QuickBooks mobile	90
Navigating QuickBooks mobile.....	91
Add customers on mobile	92
Create invoices.....	93
Process bank transactions on Mobile	95
Chapter 7 client File setup	96
Objectives	96
Company Setup.....	96
QuickBooks Subscriptions	97
Company setup	100
Chapter 8 – Reports in QuickBooks.....	120
Objectives	120
Report centre.....	120
Customizing reports.....	125
Sending reports to excel.....	128
Automated reports.....	129
Conclusion	130
Additional resources.....	130
Payments, Payroll and Apps	131

Social Media.....	132
-------------------	-----

QUICKBOOKS ONLINE CERTIFICATION TRAINING OVERVIEW

QuickBooks Online Certification is designed to help you better serve and support your clients. It is designed to help you learn how your clients use QuickBooks and how you'll use it as an accounting professional to work with your client's files.

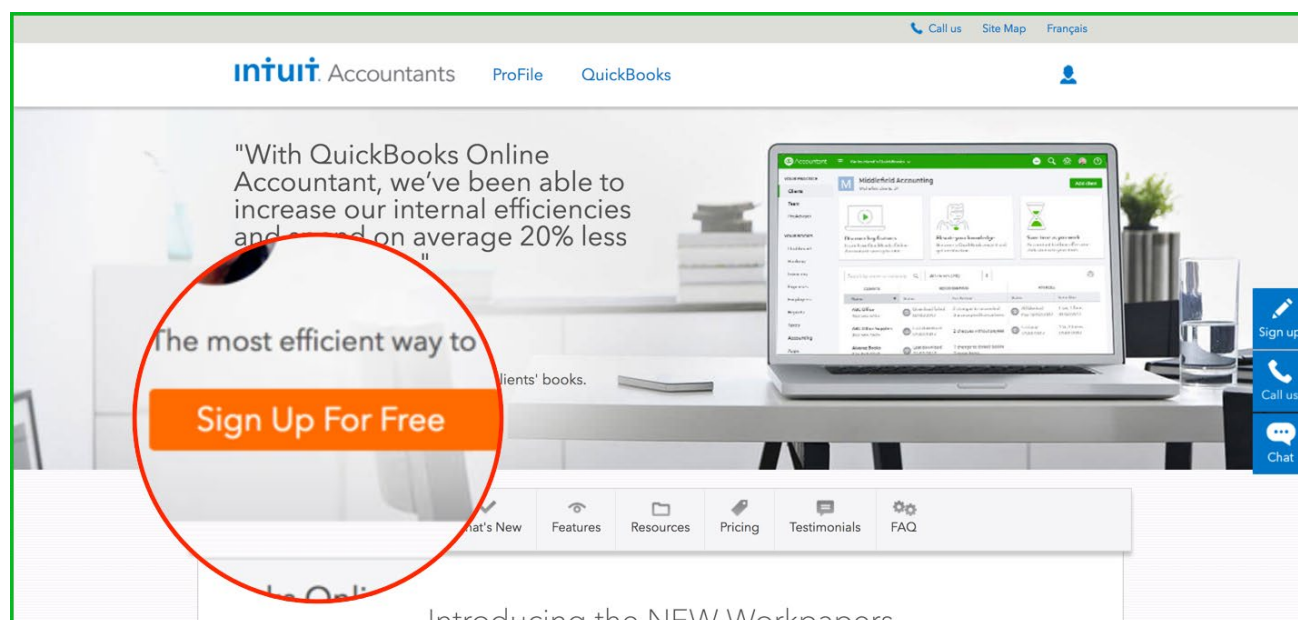
QUICKBOOKS ONLINE CERTIFICATION EXAM

After attending this course in a classroom session or viewing the self-paced video training, you'll be prepared to take the certification exam. The exam is a 60 question, multiple choice exam that will help you prepare to serve and support your clients on QuickBooks Online. Please visit the ProAdvisor tab in QuickBooks Online Accountant to take the exam.

QUICKBOOKS ONLINE ACCOUNTANT SIGN-UP

If you have not already signed up for QuickBooks Online Accountant, sign up for free at:

1. Visit: <http://proadvisor.intuit.ca/cloud-accounting/quickbooks-online-accountant-edition.jsp>
2. Click **Sign Up for Free**.



CHAPTER 1 - GETTING STARTED IN QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Accountant (QBOA) is designed to help you manage your client's files in QuickBooks Online. It's designed to increase your efficiency and provide the tools and resources you need to work effectively with clients. It's seamless integration with QuickBooks Online makes it easy to work in client files.

QuickBooks Online Accountant lets you do the following:

- Access client files anywhere, anytime with an internet connection
- Single sign on unlimited access to client files
- Manage less technology; no complicated networks or servers
- Reduce time spent on client file management
- Use specific tools designed for accountants and bookkeepers

QuickBooks Online lets you and your client work together to do the following:

- Handle all day-to-day transactions including sales invoices, payments, deposits, receipts
- Handle all expense transactions like bills, cheques, credit and debit card receipts
- Download bank transactions using your client's online banking
- Manage bank deposits and account reconciliations
- Manage small business payroll
- Create business reports

OBJECTIVES

After completing this chapter, you should be able to:

- Login to QuickBooks Online Accountant
- Navigate the client list
- Add Team members
- Login and view client files
- Use the navigation bar
- Connect to a client

SINGLE SIGN ON

To access single sign in to your client files, go to **ca.qbo.intuit.com**. Login to your QuickBooks Online Accountant account. You'll see the Client list that includes all your client files in one window.

1. Enter your **Email** or **User ID**
2. Enter your **Password** → Click **Sign In**.

qb QuickBooks

Next time, skip this sign-in
Download the Windows app to run QuickBooks 2x faster

Download it free

Learn how it works

Sign in

Email or user ID
amy-jackson

Password
.....

☒ Remember me

Sign In

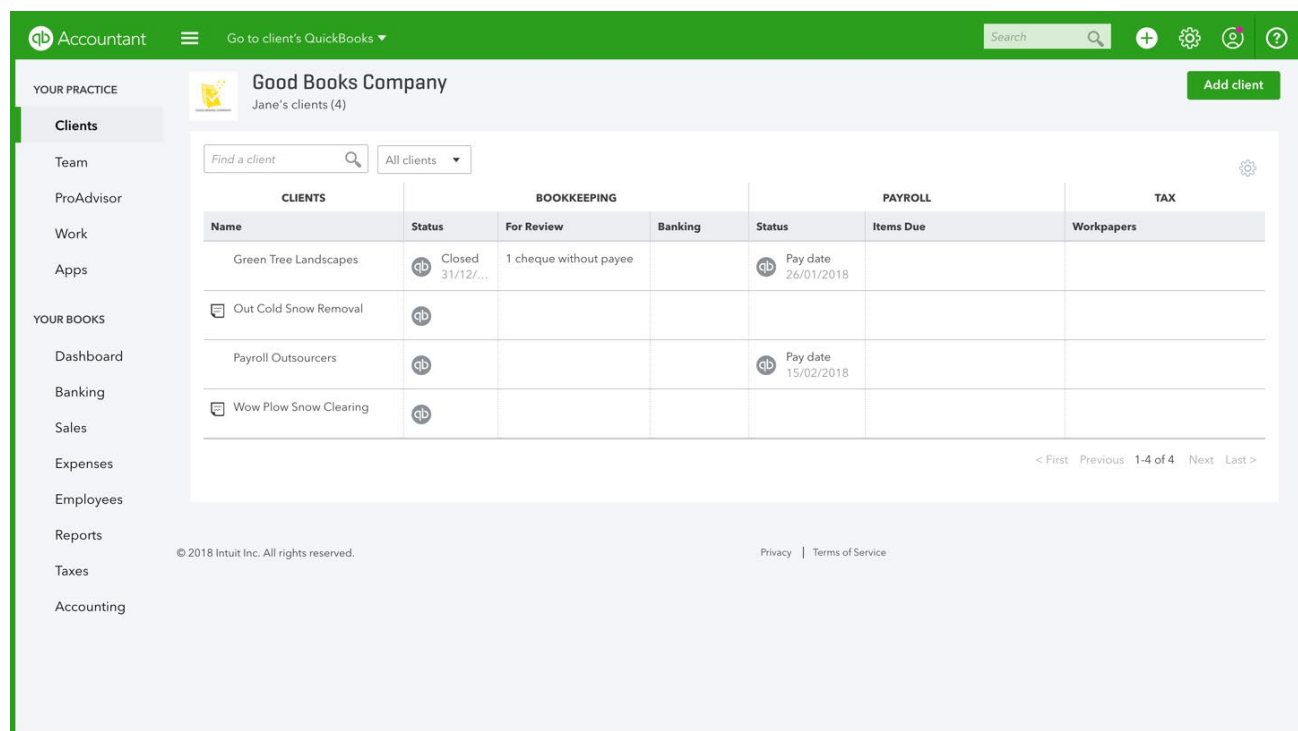
By clicking Sign In, you agree to our [License Agreement](#).

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


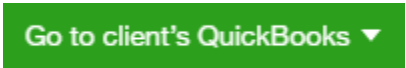

[New to Intuit? Create an account](#)

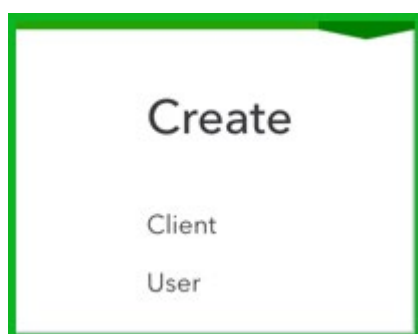
© 2016 Intuit Canada ULC. All rights reserved. [Privacy](#) | [Support](#)


After signing in, QuickBooks displays the client list. This list includes all the company files that you're working with in QuickBooks Online Accountant.



NAVIGATING QUICKBOOKS ONLINE ACCOUNTANT

1. Click  to go back to the Client Dashboard from wherever you are in QuickBooks. This acts as a Home button for QuickBooks Online Accountant.
2. Click  to toggle to another client's file.
3. Click the  to add a new **Client** or add a new **User**.

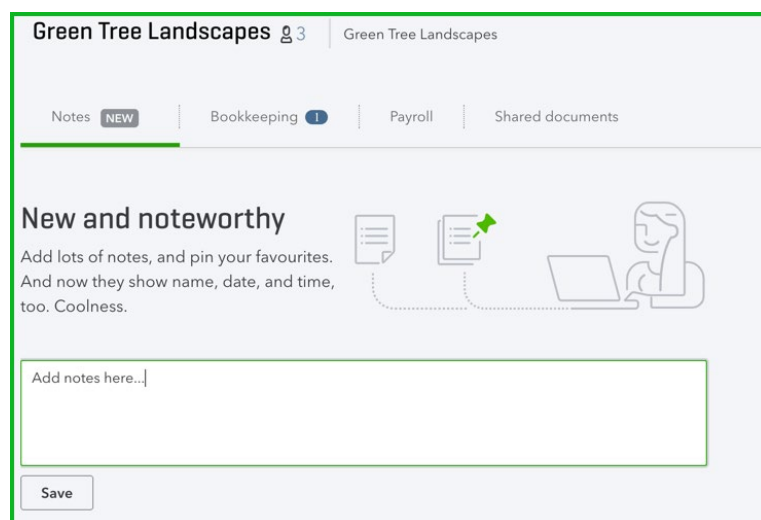



4. Click the Gear icon  to view the menu. This menu includes:
- Menu options to work within your own **"Your Books"** QuickBooks file
 - **Your Account** and **Your Team**
 - Link to the **Sample Company**
 - Link to **Resolve Duplicate Clients**

CLIENTS

Click the client name to display more detailed information:

- **Notes – add notes for client files in the Notes section**



Green Tree Landscapes  3 Green Tree Landscapes

Notes **NEW** | Bookkeeping **1** | Payroll | Shared documents

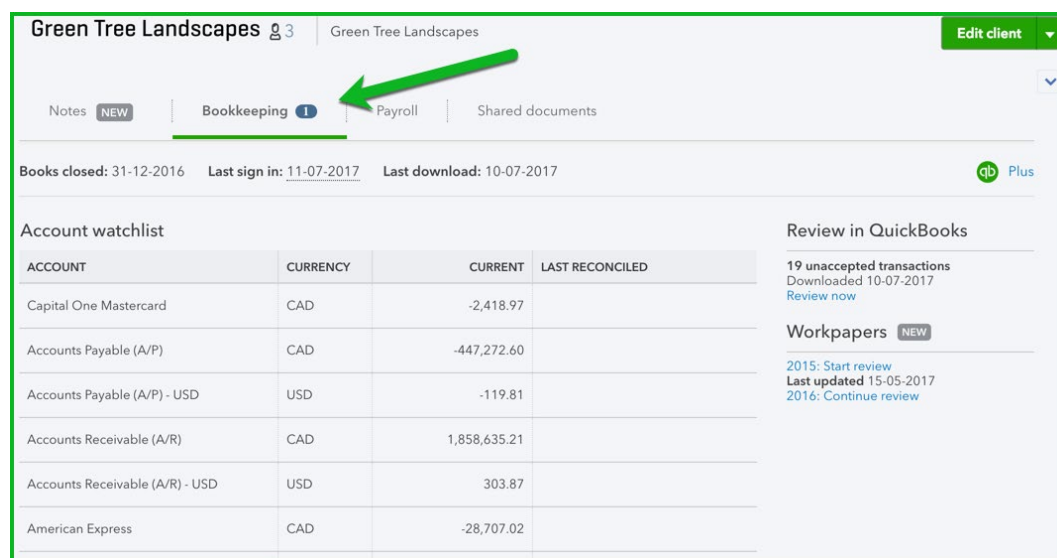
New and noteworthy


Add lots of notes, and pin your favourites. And now they show name, date, and time, too. Coolness.

Add notes here...


Save

- **Bookkeeping** – click this link to review the client's file status such as the **Closing Date**, **Last Signed In**, and **Last Download** and review key accounts in your client file. Click the items under the **Review in QuickBooks** section to review problem areas in QuickBooks.



Green Tree Landscapes  3 Green Tree Landscapes **Edit client**

Notes **NEW** | **Bookkeeping** **1** | Payroll | Shared documents

Books closed: 31-12-2016 Last sign in: 11-07-2017 Last download: 10-07-2017 

Account watchlist

ACCOUNT	CURRENCY	CURRENT	LAST RECONCILED
Capital One Mastercard	CAD	-2,418.97	
Accounts Payable (A/P)	CAD	-447,272.60	
Accounts Payable (A/P) - USD	USD	-119.81	
Accounts Receivable (A/R)	CAD	1,858,635.21	
Accounts Receivable (A/R) - USD	USD	303.87	
American Express	CAD	-28,707.02	

Review in QuickBooks

19 unaccepted transactions
Downloaded 10-07-2017
[Review now](#)

Workpapers **NEW**

2015: [Start review](#)
Last updated 15-05-2017
2016: [Continue review](#)

- **Payroll** – click this link to review the Next pay date, Last pay date and View All pay cheques or Run Payroll
 - Click the drop-down menu to choose Recent tax payments or Recent Form Filings


The screenshot shows the 'Payroll' tab selected in the top navigation bar. Below the navigation bar, there are links for 'Next pay date: 15-07-2017', 'Last pay date: 31-01-2017', 'All pay cheques', and 'Run payroll'. A green arrow points to the 'Payroll' tab. Below these links, there is a dropdown menu labeled 'Recent tax payments' with a green arrow pointing to it. To the right of this menu is a section titled 'Review in QuickBooks' with the text 'No items for review'. Below this is a table with the following data:

TAX PAYMENT	PAID	AMOUNT	PERIOD
Federal Taxes	15-02-2017	\$1,198.36	Jan 1 to Jan 31


At the bottom left, there is a link 'View all tax payments'.

- **Shared Documents** – You can upload documents for clients. Clients can also upload documents for you as needed. Both you and your client can download these documents. Click upload to upload documents to the QBOA **Shared documents** tab.

The screenshot shows the 'Shared documents' tab selected in the top navigation bar. Below the navigation bar, there is a message box that says 'These are shared documents' and 'Both you and your client can view, add, and delete these documents.' To the right of this message box is an 'Upload' button with a green arrow pointing to it. Below the message box is a table with the following data:

DOCUMENT	REQUEST	DATE UPLOADED	ACTION
<input type="checkbox"/>  Larry Landscaping Bank QBO	--	Tuesday	Download ▼

At the bottom right, there are navigation links: '< First', 'Previous', '1-1 of 1', 'Next', and 'Last >'.









- Click the  icon to open the company file.

Great White North Snow Removal 6475551234	 Closed 28-02-2017			
Green Tree Landscapes	 Closed 31-12-2016	19 unaccepted transactions	Last download 10-07-2017	 Pay date 15-07-2017


BOOKKEEPING


For Review – in this column QuickBooks Online highlights potential problem areas in your client file. Key information that'll appear in this column is the following:

- Unaccepted transactions
- Change to closed books
- Failed download
- Cheque without payee
- Change to reconciled

Real World Accounting		
Amy's clients (44)		
<div>Find a client </div> <div>All clients (44) ▼</div>		
CLIENTS		BOOKKEEPING
Name	Status	For Review
Big Time Fitness	 Closed 31-12-2015	
Bobby's Burger Joint		
Burlington Consulting Company	 Closed 31-12-2016	
Burlington Cultural Association		
Burnaby Fitness	 Closed 31-12-2015	1 change to reconciled
Calgary Fitness	 Closed 31-05-2016	
Canada Fitness	 Closed 31-12-2016	3 changes to closed books

- **Banking** - Review the status of the recent online banking downloads

Canada Fitness	 Closed 31-12-2015	1 change to closed books 1 change to reconciled	Last download 30-11-2015
----------------	--	--	-----------------------------



- **Payroll** - Review the status of your client's payroll status and Items due.

	Pay date 17-06-2016	2016: Start review
---	------------------------	--------------------



- **Tax** – Start Review of your client file in QuickBooks Online Accountant Working Papers (Learn more about this in QuickBooks Online Accountant Advanced Certification)

	Pay date 17-06-2016	2016: Start review
---	------------------------	--------------------



TEAM

In QuickBooks Online accountant you'll add members of your firm in the Team section. This lets you setup users within your firm and give them rights to your firm books as well as access to work in client files. To add a Team member:

1. Click **Team** → **Add User**
2. Enter the **Name** and **Email** → Click **Next**

The screenshot shows the 'Add user' dialog box with a progress bar at the top indicating three steps: 1. USER PROFILE (active), 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. The main section is titled 'Add user profile information' and contains the following fields:

- * First name: Thomas
- Middle name: (empty)
- * Last name: Pehrsson
- * Email: thomas_pehrsson@realworldaccounting.com
- Title: Bookkeeper

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

3. Choose the access for the user to the Firm Books
4. Click **Next**

The screenshot shows the 'Add user' dialog box with the progress bar updated to Step 2: FIRM ADMINISTRATION AND BOOKS. The main section is titled 'Specify access to firm administration and books'. It includes an 'Access:' dropdown menu set to 'Basic'. Below this is a table for specifying access to firm administration and books.

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	View only
Firm users	None
Subscriptions and billing	None
YOUR FIRM BOOKS	
Customers and accounts receivable	No
Suppliers and accounts payable	No

To the right of the table is a panel titled 'Access to firm administration and books' showing three options: Full, Basic, and Custom. The 'Basic' option is highlighted with a bracket, indicating it is the selected access level.

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

5. Specify which clients the new user will have access to → Click **Save**.

Add user

1

USER PROFILE

2

FIRM ADMINISTRATION AND BOOKS

3

CLIENT ACCESS

Specify client access

Find a client

CLIENT

Big Time Fitness

Bobby's Burger Joint

Burlington Consulting Company

Burlington Cultural Association

Burnaby Fitness

Calgary Fitness

Canada Fitness

Client access

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

Back

Save

17

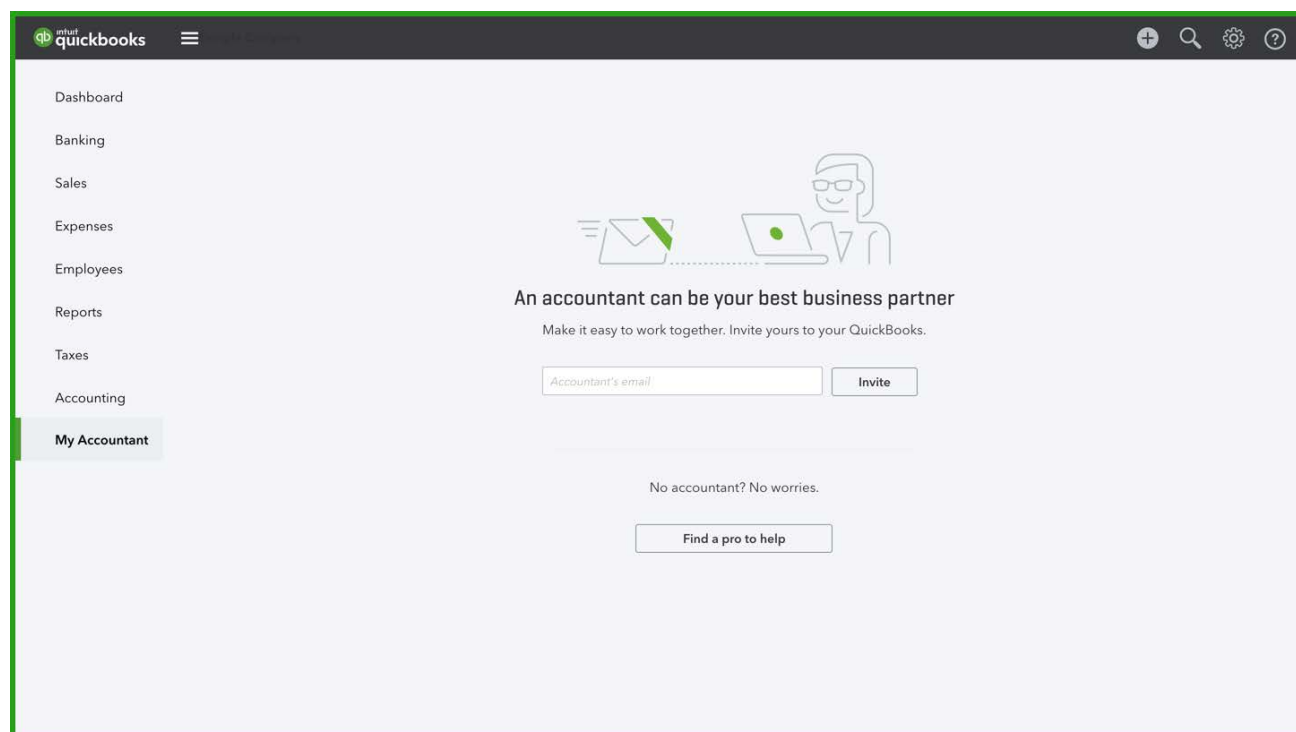
CONNECTING TO YOUR CLIENT

There are two ways to get connected to your client's in QuickBooks:

1. They can invite you to be an accountant user.
2. You can setup a client from scratch and they'll be added to your client list automatically.

To connect with your client, have them client invite you using the following steps:

1. Click **My Accountant** from the Navigation bar.



2. Your client now enters the name of the accounting professional.
3. Click **Invite**.

NOTE: Every company file in QuickBooks Online can have **2 Accounting Firms** as users in their company file. The accountant user is considered a free user.

CHAPTER 2 – GETTING STARTED IN QUICKBOOKS ONLINE

QuickBooks Online (QBO) is designed to be intuitive, fast, and simple to use. The 'click and go' navigation makes it easy for you to find what you need quickly so you spend less time doing the books and more time working on your business. The user interface is simple and contains fewer menus, which results in fewer clicks to find the transactions and other information you are looking for.

OBJECTIVES

After completing this chapter, you should be able to:

- Use the Create menu
- Use the Navigation bar
- Use the Company menu



NOTE: QuickBooks Online works best in **Google's Chrome** browser, but it also works with Firefox (**IE and Safari are not recommended and are not fully supported**). It's useful to bookmark your login page.

1. Your clients will sign into QuickBooks Online at **ca.qbo.intuit.com**. They'll see the same window you see when logging in, but they will not view QBO through the QBOA version.

Sign In

User ID

Password

☒ Remember my user ID

[Sign In](#) [Can't access your account?](#)

© 2014 Intuit Canada ULC. All rights reserved. [Privacy](#) | [Support](#) | [Signup](#)

OVERVIEW

The overview is a feature that lets you view a snapshot of your client's QuickBooks File. The Overview is the first option in the left-hand navigation bar. Although it is the first available page it is not the first page you see after signing into QuickBooks.

Click Overview to view the Overview page. There are several key pieces of information available for your review:

1. **Company Setup** – this includes the following:
 - a. what subscription your client is subscribed to
 - b. Sales Tax – indicates if your client has sales tax enabled
 - c. Apps – provides you with information about connected apps associated with your client file
2. **Banking Activity** – this section includes the following:
 - a. QuickBooks balances
 - b. Unaccepted Transactions – downloaded transactions waiting for review
 - c. Unreconciled – this includes unreconciled transactions
 - d. Reconciled Through – this includes the date that QuickBooks accounts have been reconciled through

Overview | Snow Removal Unlimited

Stay efficient and plan ahead with this snapshot of your client's books.

COMPANY SETUP
Review the basics.

Subscription: QuickBooks Online Plus
Sales tax: Enabled

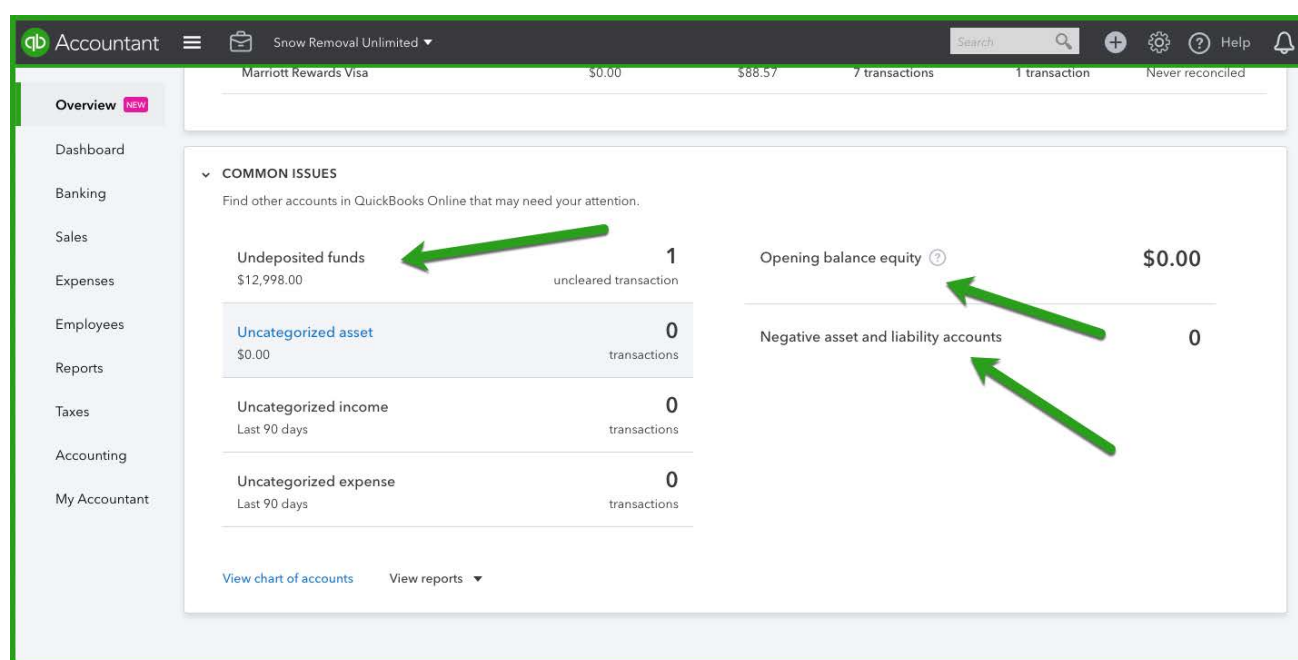
Apps (1)
QuickBooks Advanced Payroll powered by Wagepoint

BANKING ACTIVITY
Estimate the effort to bring these accounts up to date.

ACCOUNTS (3)	BANK BALANCE	IN QUICKBOOKS	UNACCEPTED	UNRECONCILED	RECONCILED THROUGH
RBC Chequing <i>No bank data. QuickBooks transactions only.</i>	--	\$35,000.00	--	1 transaction	Never reconciled
BMO Savings <i>No bank data. QuickBooks transactions only.</i>	--	\$0.00	--	0 transactions	Never reconciled
Marriott Rewards Visa	\$0.00	\$88.57	7 transactions	1 transaction	Never reconciled

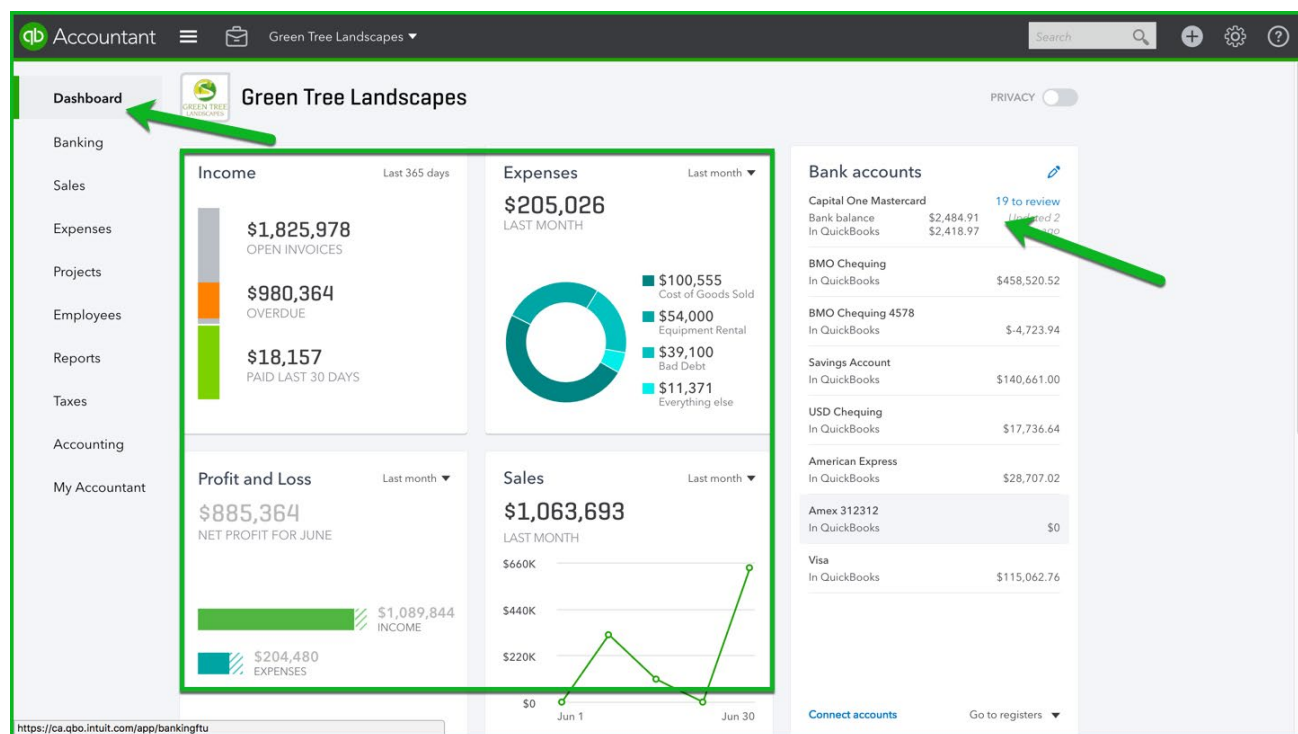
3. Common Issues - this section includes the following:

- a. Undeposited Funds – includes number of transactions and amount currently in the account
- b. Uncategorized Asset - includes number of transactions and amount currently in the account
- c. Uncategorized Income - includes number of transactions and amount currently in the account
- d. Uncategorized Expense - includes number of transactions and amount currently in the account
- e. Opening Balance Equity – this account often needs to be troubleshooted because clients use the opening balance fields when creating new accounts or inventory items and other times in QuickBooks. This information indicates the balance. Click to review and correct as needed.
- f. View Chart of Accounts – click to review the accounts
- g. View Reports – click to view the Balance Sheet or Profit & Loss



DASHBOARD

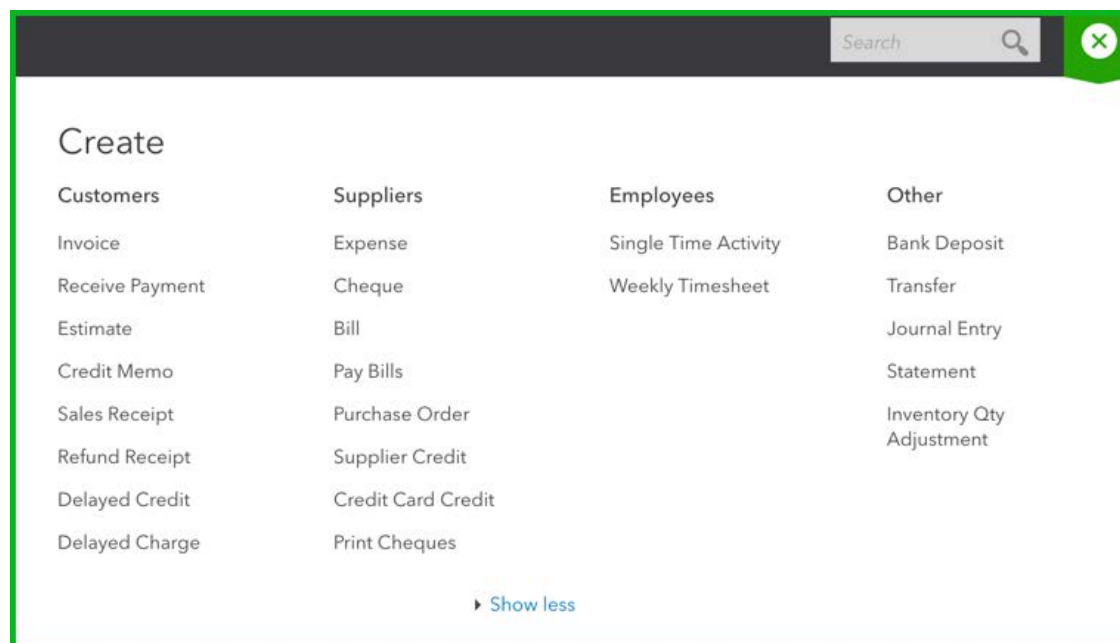
The **Dashboard** is the first window you view when you open QuickBooks Online. It includes a basic Profit & Loss for your client's business. It also includes recent activity and banking information.



CREATE MENU

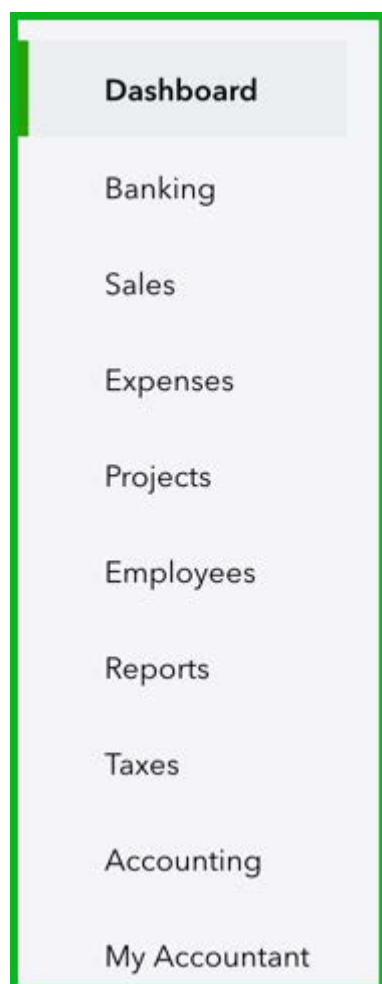
Most of your client's day-to-day work will be recorded using the create menu at the top of the QuickBooks window.

1. Click the **+** at the top of the QuickBooks window to view the menu.
2. Click any link to open the transaction.



NAVIGATION BAR

The left-hand navigation bar lets you find the information you enter using the Create menu.

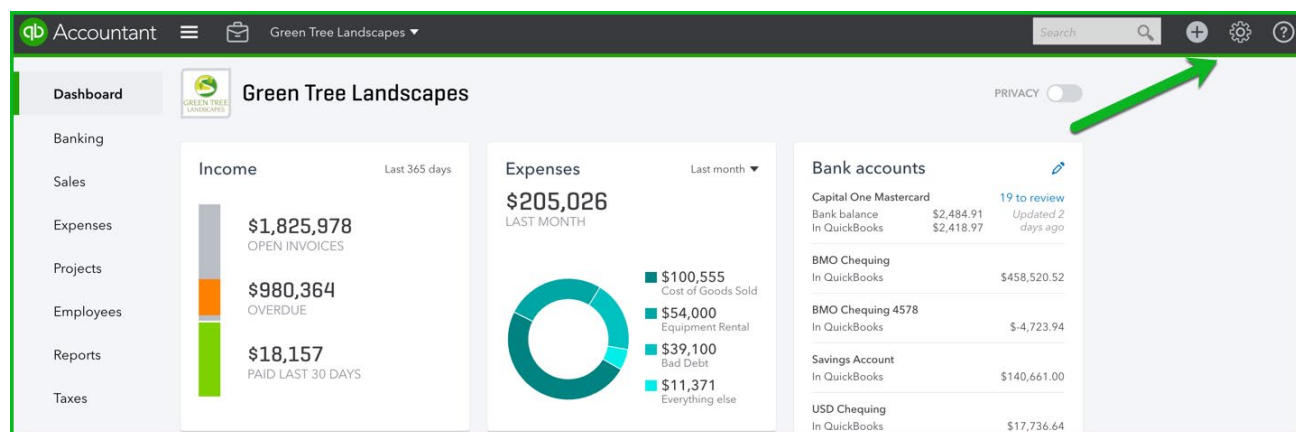


The navigation bar lets you find information based on the name or by the transaction type.

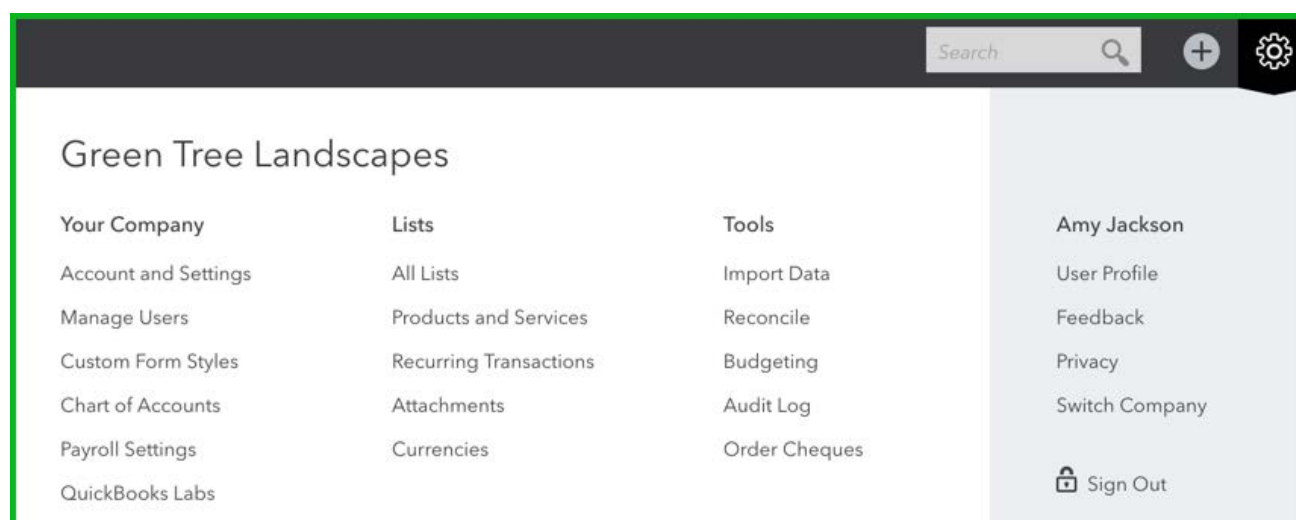
1. Click **Sales** to view your **Customers, Products and Services** and a sales listing.
2. Click **Expenses** view the **Suppliers** list and expense transactions.
3. Click Banking to view the **Online Banking** and **Bank Rules**.
4. **Reports** – lets you find information about the client file in report format.
5. **Taxes** – you'll access this area to setup and file sales taxes and to view Payroll tax information
6. Click **Accounting** to view the **Chart of Accounts** and the **Reconcile** window.
7. **My Accountant** - includes a link for the client to invite you to be their accountant.

GEAR ICON

The **Gear** menu or what is sometimes called the **Company** menu is in the top right corner of your QuickBooks Online window, and is accessed by clicking your **Gear** icon.



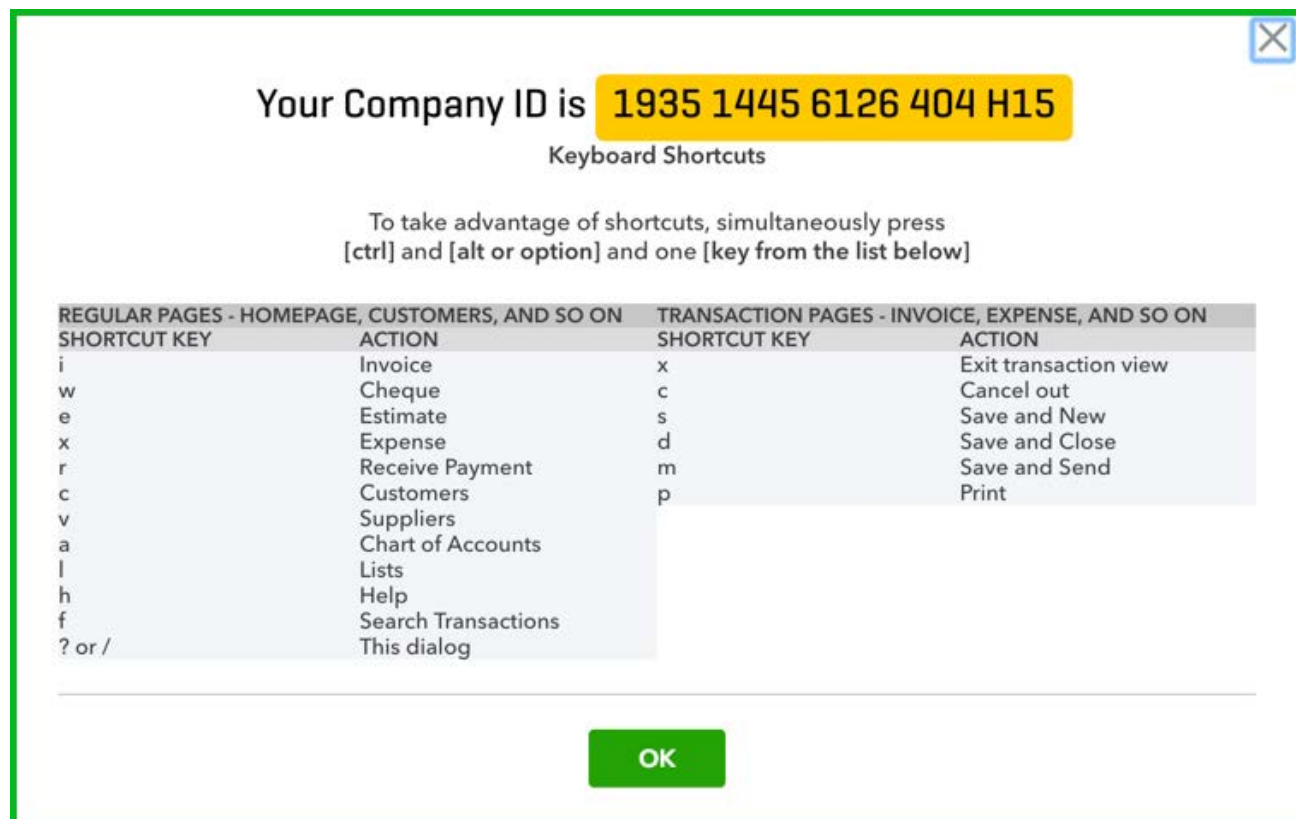
The **Gear** icon is used for important but less frequently used tasks, activities, and transactions.



SHORTCUTS

There is a helpful list of shortcuts in QuickBooks Online. It can be accessed by pressing the following keys at the same time:

CTRL + ALT + ? When you press this shortcut, QuickBooks Online displays the list of shortcuts. This window also displays the client's **Company ID**.



In addition to these shortcuts, you can access date shortcuts on transactions. To use the date shortcuts, place your cursor in any date field in QuickBooks online and use the following shortcut keys:

- **T** – enters today's date
- **W** – enter the first day in the week
- **K** – enters the last day in the week
- **Y** – enters the first day in the year
- **R** – enters the last day in the year
- **M** – enters the first day in the month
- **H** – enters the last day in the month

HOW QUICKBOOKS IS BUILT

QuickBooks uses a few basic elements to make it easy for you and your client to enter information and do the required accounting tasks. QuickBooks uses lists and transactions to make the accounting entries.

Lists

QuickBooks lists include customers, suppliers, employees, products & services, and the chart of accounts, etc. You add entries to a list, so they can be used whenever needed. This means that you don't have to enter names or accounts each time they're used. The purpose of lists in QuickBooks are:

- Make it easy for your client to fill out transaction forms.
- Save time on data entry.

Chart of Accounts

The chart of accounts is in the Transactions menu on the navigation bar and it also located in the Gear icon. To add a new account:

1. Click the **Gear** icon → **Chart of Accounts**
2. Click **New**

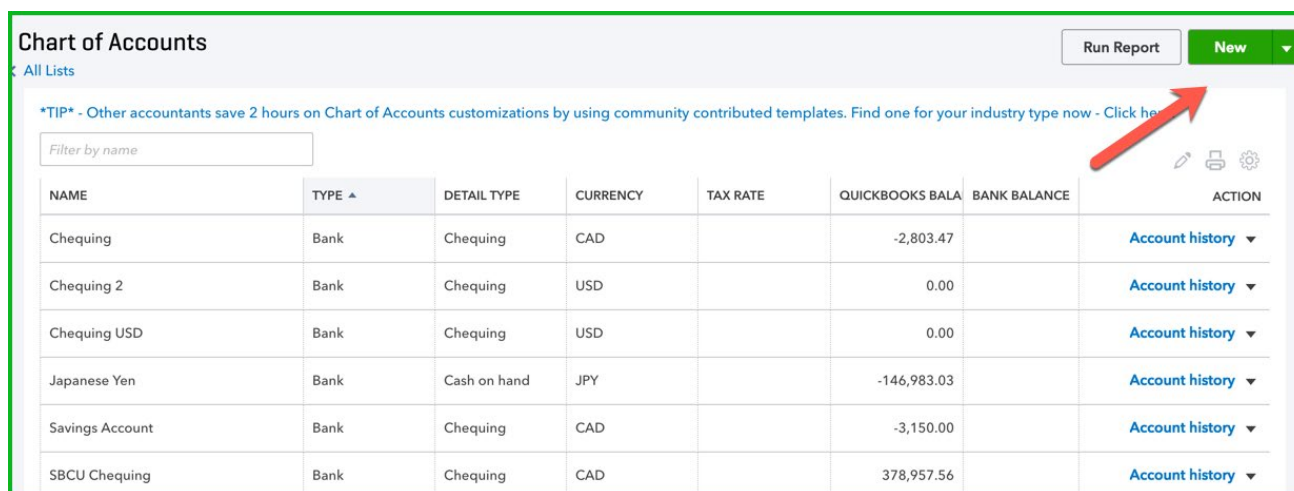


Chart of Accounts Run Report New

[All Lists](#)

TIP - Other accountants save 2 hours on Chart of Accounts customizations by using community contributed templates. Find one for your industry type now - Click here

Filter by name

NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BAL	BANK BALANCE	ACTION
Chequing	Bank	Chequing	CAD		-2,803.47		Account history
Chequing 2	Bank	Chequing	USD		0.00		Account history
Chequing USD	Bank	Chequing	USD		0.00		Account history
Japanese Yen	Bank	Cash on hand	JPY		-146,983.03		Account history
Savings Account	Bank	Chequing	CAD		-3,150.00		Account history
SBCU Chequing	Bank	Chequing	CAD		378,957.56		Account history

3. Choose the **Category Type** → and **Detail Type**. **Note:** these are required fields.
4. Enter the **Name**.

Account

Category Type
Expenses ▼

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number
[Empty field]

Description
[Empty field]

☐ Is sub-account

Enter parent account ▼

Default Tax Code
Enter Text ▼

Cancel Save and Close ▼

Note: The **Detail Type** is a required field, although it has no effect on anything in QuickBooks. This is a placeholder for future development of the product. Selecting the **Detail Type** gives the account a name which can be edited in the **Name** field.

Expense Accounts

You'll add expense accounts like any other account, but you'll have an additional option to add a tax code. Adding a tax code ensures that your client adds tax to their expense transactions.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number

Description

☐ Is sub-account

Enter parent account

Default Tax Code
HST ON

Cancel Save and Close

Subaccounts

Add subaccounts to track more detail about your client's expenses. Subaccounts will display indented below their parent account on the chart of accounts. You can view the details on reports or you can collapse information into the parent account.

To add a sub-account, create the account and select the **Is sub-account** option → Choose the parent account in the menu below.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Online Advertising

Number

Description

☒ Is sub-account

Advertising

Default Tax Code
HST ON

Cancel Save and Close

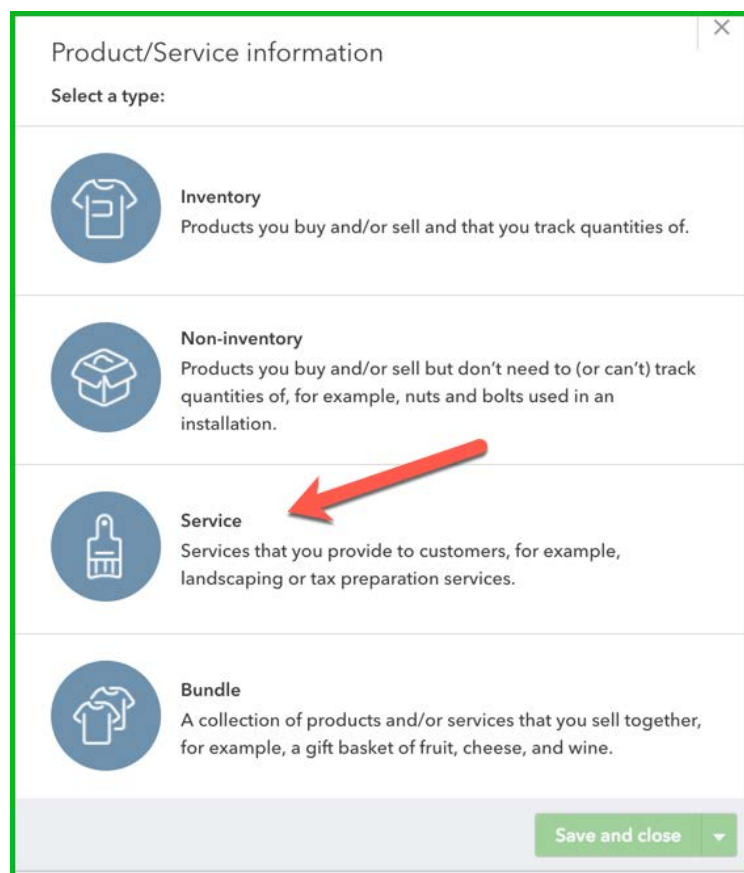
Products & Services List

To easily track the services and products that your clients sell, you'll add them to the client's Products and Services list. There are 3 purposes of the products and services list:

1. Make it easy for your client to fill out transaction forms
2. Act as "pointers" to do correct accounting entries. Debit and Credits are done using the accounts linked to the product or service and the type of form.
3. Keep track of inventory on hand.

To create a new service:

1. Click **Gear** Icon → Click **Products and Services**.
2. Click Add **New** → Choose the **Type** of item to setup.



Product/Service information


Select a type:

- Inventory**
Products you buy and/or sell and that you track quantities of.
- Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
- Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
- Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.




Save and close

3. Complete the information including the **Name** of the service. This will be what displays on the customer's sales form.
4. Enter the **Sales information** and **Sales price/rate** if necessary. These are optional fields, as they can be added to each sales form as needed.
5. Choose the **Income Account** (account to be credited each time a sale is made).
6. Add the Tax Code (This ensures that your clients are adding sales tax to sales) → Click **Save and Close**.

Product/Service information

 Service [Change type](#)

Name*


 | 

SKU

Category

Sales information
☒ I sell this product/service to my customers.

Sales price/rate

Income account

☐ Inclusive of tax

Tax

Purchasing information
[SHOW MORE](#)

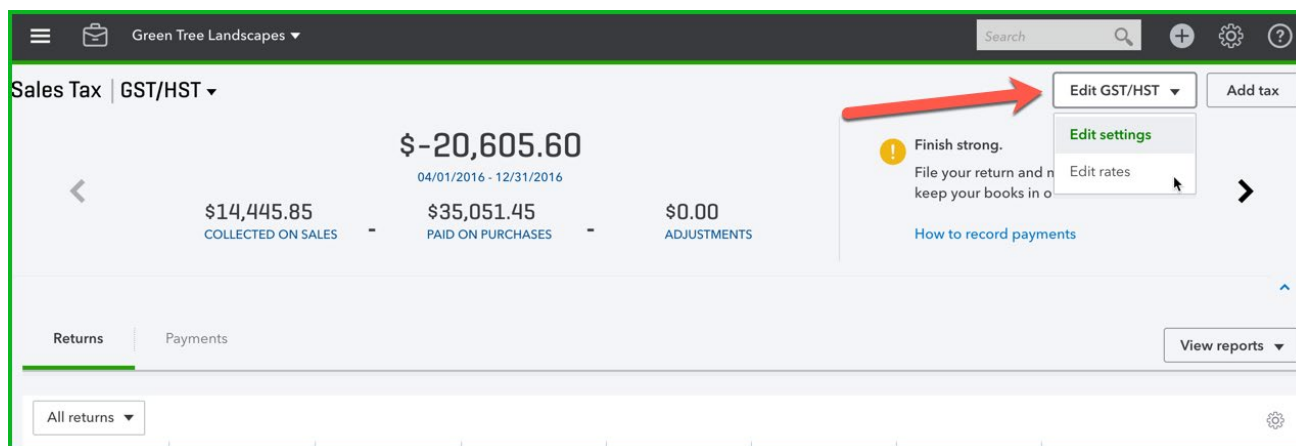
[Save and close](#)

Sales Tax Rate List

To view the sales tax rates in QuickBooks; click Sales Tax on the Navigation bar. In this window, you see all the taxes you've setup for your client.

When you setup taxes for the first time, QuickBooks enables the sales tax for the province where the business is located. You can add sales tax for different provinces if necessary. Click **Edit GST/HST** to find more details.

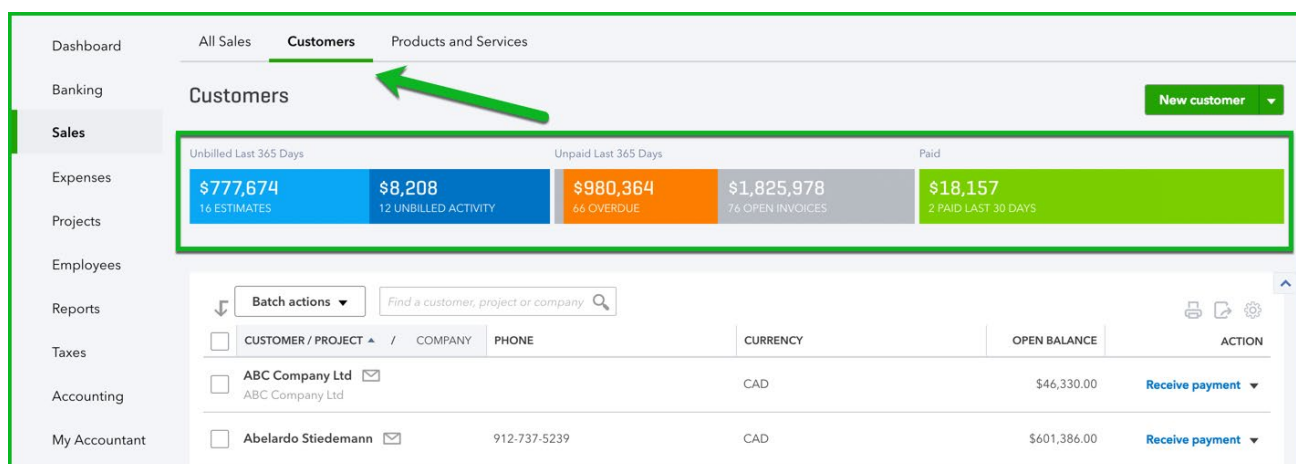
When you turn on sales tax, you can add sales taxes to account setup and to transaction forms.



Customer List

Click the **Sales** link on the navigation bar and then Customers.

Click anywhere on the "Money Bar" to filter the customer list by **Estimates**, **Unbilled activity**, **Overdue** invoices, etc.



To Add a new customer.

1. Click the **New customer** button.
2. Complete the information on the new customer window.
 - a. The **Display name as...** lets you choose what naming convention to use on the customer list.
 - b. Create **Sub-customers** (jobs or projects) by selecting **Is sub-customer**
 - c. Add payment and billing details on the **Payment and billing** tab.
3. Click **Save**.

Customer Information

Title First name Middle name Last name Suffix Email
 [] | [] [] [] [] Separate multiple emails with commas

Company Phone Mobile Fax
 [] [] []

*Display name as Other Website
 [] []

Print on cheque as ☒ Use display name ☐ Is sub-customer
 [] Enter parent customer Bill with parent

Address Notes Tax info Payment and billing Attachments

Billing address map Shipping address map ☒ Same as billing address

Street Street
 City/Town Province City/Town Province
 Postal code Country Postal code Country

Cancel Privacy Save

Add a customer tax code to attach a default tax code to a customer. Click **Payment and Billing** to attach.

Customer information

Title First name Middle name Last name Suffix Email
 [] Amos [] Hickle [] cristian.lang@medhurst.net

Company Phone Mobile Fax
 [] 445-630-1261 [] []

*Display name as Other Website
 Amos Hickle [] []

Print on cheque as ☒ Use display name ☐ Is sub-customer
 Amos Hickle Enter parent custome Bill with parent

Address Notes **Tax info** Payment and billing Attachments

Tax Reg. No. ☒ Assign default tax code
 Default tax code
 HST ON

Cancel Make inactive Privacy Save

Transaction Forms

QuickBooks uses forms to make the accounting entries in QuickBooks simple for your clients. Each form in QuickBooks is going to create a journal entry behind the scenes. Your clients will enter almost all forms in the same way. To display a form:

1. Click **Create** → Click **Invoice**
2. There are simple ways to complete it for your client.
 - a. Who – **Customer**
 - b. When – **Date**
 - c. What – **Products/Service** sold to their customer
 - d. How much – **Quantity, Amount, and Sales tax**
3. Click **Save and Close** to enter any form.

Invoice no.1142

BigTime Construction

Payment Options [Get set up](#)

BALANCE DUE
\$395.50

Billing address: BigTime Construction, 1031 Emerald Corner, Markham ON, L6H 3K3

Terms: Net 30

Invoice date: 02/27/2017

Due date: 03/29/2017

Invoice no.: 1142

Location: [Dropdown]

Class: [Dropdown]

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lav		One time lawn service including lawn cutting, trimming and edging.	1	350	350.00	HST ON
2							

Subtotal: 350.00

HST (ON) @ 13% on 350.00: 45.50

Total: 395.50

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

WORKING WITH TRANSACTIONS

There are a lot of tips and tricks to help you work more effectively with transactions in QuickBooks Online.

More Menu

The more menu in QuickBooks is available on any 'Saved' transaction. The More menu lets you have access to additional information and tools to work with the transaction.

Click '**More**' to see the following options:

Copy – copy any transaction in QuickBooks saving time when creating duplicate entries

Void – void any transaction

Delete – delete the transactions

Invoice no.1142

BigTime Construction

Email (Separate emails with a comma)

Send later

Payment Options [Get set up](#)

Credit card

BALANCE DUE **\$395.50**

Receive payment

Billing address: BigTime Construction, 1031 Emerald Corner, Markham ON, L6H 3K3

Terms: Net 30

Invoice date: 02/27/2017

Due date: 03/29/2017

Invoice no.: 1142

Location:

Class:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging	1	350	350.00	HST ON
2							

Subtotal: 350.00





HST (ON) @ 13% on 350.00: 45.50

More menu options: Copy, Void, Delete, Transaction journal, Audit history

Buttons: Cancel, Print or Preview, Make recurring, Customize, More, Save, Save and send

Transaction Journal – click this option to view the journal entry behind any saved transaction.

Sort ▾ Add notes Edit header



Green Tree Landscapes

JOURNAL

All Dates

DATE	TRANSACTION TYPE	#	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
02/27/2017	Invoice	1142	No	BigTime Construct...		Accounts Receivable (A...	\$395.50	
			No		One time lawn service includi...	Sales		\$350.00
			No			GST/HST Payable		\$45.50
							\$395.50	\$395.50
TOTAL							\$395.50	\$395.50

Other Functions

There are several important functions that are used by both accountants and small business users. They include functions that work with the data that you've entered on transaction forms. The critical functions are the following:

Reports – QuickBooks includes dozens of preset reports to help you provide information to your client in report format

Reconciliation – use the reconcile feature to reconcile your client's bank and other accounts

Other helpful functions include activities like Budgeting, Detailed reporting by class or location and more.

CHAPTER 3 – SALES & CUSTOMERS IN QUICKBOOKS

Making sales is critical for your client's business. QuickBooks makes it easy to create customer sales, track them, and receive customer payments. In this chapter, you'll learn about customers and sales transactions.

OBJECTIVES

After completing this chapter, you should be able to:

- Complete the Sales workflow including:
 - Invoices,
 - Receive payments
 - Deposits
- Create sales receipts
- Enter credit memos
- Create Delayed Charges

SALES WORKFLOW OVERVIEW

Depending on how your clients make sales you may choose to do either invoices or sales receipts or a combination of the two different methods of making sales. You would use the following in each of these cases:

Invoice – When your client uses Accounts Receivable.

Sales Receipt – When your client gets paid at the time of the sale and needs to record the customer payment, or they need to print a receipt.

INVOICES IN QUICKBOOKS ONLINE

Creating an invoice in QBO will create an accounts receivable for your clients. There are several ways to create invoices. You can create invoices from the **Sales** page.

1. Click **Sales** and then click **Customers**. The customer list displays.
2. To create an invoice for specific customer, you can do one of the following:
 - a. Click the **Drop-down menu** and then **Create Invoice** next to the customer name. The invoice window displays.
 - b. You can click the **Create** menu at the top of the QuickBooks window to enter an invoice.

Customers New customer

Unbilled Last 365 Days: \$182,015 (7 ESTIMATES)

Unpaid Last 365 Days: \$3,435 (7 UNBILLED ACTIVITY)

Overdue: \$92,601 (27 OVERDUE)

Open Invoices: \$191,116 (42 OPEN INVOICES)

Paid: \$19,507 (6 PAID LAST 30 DAYS)

CUSTOMER	COMPANY	PHONE	CURRENCY	OPEN BALANCE	ACTION
<input type="checkbox"/>	ABC Company Ltd	ABC Company Ltd	CAD	\$29,090.10	Receive payment
<input type="checkbox"/>	NW Project	NW Project	CAD	\$26,691.10	Receive payment
<input type="checkbox"/>	SW Project	SW Project	CAD	\$2,399.00	Receive payment
<input type="checkbox"/>	ABC Company USD	ABC Company USD	USD	\$0.00	Create invoice

3. Complete the Invoice form. There are several key elements to completing the form. They are the following:
 - a. Choose the **Customer**.
 - b. If the customer's email address does not appear to the right of the name, you can enter the email address. This address lets you email invoices and will help automate the process for your client.
 - c. The billing address should display for you. You can update the address here if necessary to save it to the customer record.
 - d. Choose the **Terms** if applicable. The terms let you offer discounts and other payment terms to customers.
 - e. Choose the **Invoice date** and **Due date** if applicable.

f. Choose the tax situation

- i. **Exclusive of sales tax** - The price or cost of items shown in the Amount column does not include sales tax (net price). Only the total amount includes sales tax; line and subtotal amounts do not. The sales tax amount is shown as a separate amount at the bottom of the form and is not included in the subtotal.
- ii. **Inclusive of sales tax** - The price or cost of items shown in the Amount column includes sales tax (gross price). Sales tax is included in each of the amounts (line, subtotal, and total) of the sales form. The total amount of sales tax is also shown at the bottom of the form.
- iii. **Out of scope of sales tax** - Items are not subject to sales tax.

Invoice no.1143

Amos Hickle [Get set up](#)

☐ Send later [Cc/Bcc](#) ☐ Credit card

BALANCE DUE
\$452.00

Billing address
Amos Hickle
603 Monahan Ford
Toronto, ON.

Terms
Net 30

Invoice date
02/28/2017

Due date
03/30/2017

Invoice no.
1143

Sales Rep

Territory

Custom 3

Location

Class

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	20	20	400.00	HST ON

[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and send](#)

- g. Choose the **Product/Service**. QuickBooks will complete the Description if it is included in the product or service setup. If it is not, you can enter a description for the customer. Repeat this step for each product you add to the invoice.
- h. Enter a **Quantity**.
- i. QuickBooks may also enter a Rate from the product or service setup. If it does not, you can enter the sales rate.
- j. QuickBooks completes the Amount for you.
- k. Choose the **Sales Tax rate**.

Invoice no.1143



Amos Hickie

cristian.lang@medhurst.net

Payment Options [Get set up](#)

☐ Send later

Cc/Bcc

☐ Credit card  

BALANCE DUE

\$452.00

Billing address

Amos Hickie
603 Monahan Ford
Toronto, ON.

Terms

Net 30

Invoice date

02/28/2017

Due date

03/30/2017

Invoice no.

1143

Sales Rep

Territory

Custom 3

Location

Class

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
+	1	Blade Sharpening	Sharpen lawn mower blades	20	20	400.00	HST ON

Cancel

Clear

Print or Preview

Make recurring

Customize

Save

Save and send




- I. Attach any documents at the bottom of the invoice window. This lets you add any relevant documents to the customer transaction. You can add documents up to 25 MB. These documents can be sent via email as attachments with a customer invoice.
4. After completing the invoice, click **Save and Close**.
5. Alternatively, you can click **Save and send**.

Send email

Email
Amoshickle@gmail.com


Subject
Invoice 1143 from Green Tree Landscapes

Body
Dear Amos Hickle,
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Green Tree Landscapes

Payment Options
☐ Credit card   

Cancel

Send and close



The preview shows an email from Green Tree Landscapes. The header includes the company name, address (5100 Spectrum Way, Mississauga ON L4W 5S2), email (matthew.peterson+1011@realworldtraining.com), and GST Registration No. (123453458RT0001). The main body of the email is titled 'INVOICE' and lists the invoice details: INVOICE # 1143, DATE 02/28/2017, DUE DATE 03/30/2017, and TERMS Net 30. The invoice is addressed to Amos Hickle at 603 Monahan Ford, Toronto, ON.

6. Click **Send** to complete the process.

RECEIVE PAYMENTS - CUSTOMER PAYMENTS

After creating an invoice, you can receive a customer payment and apply it against the invoice. To receive a customer payment:

1. Click **Customers**.
2. Click **Receive Payment** on the customer name. The Receive Payment window displays.
3. Enter the **Payment Method**.
4. Enter a **Reference No.** This can be a cheque number or some other form of reference information.
5. Choose the Deposit to account. **NOTE:** This is important to ensure that your clients select the correct account from the account options. There is no default that will force the client to choose **undeposited funds**. This is considered best practice to choose **undeposited funds**. This will serve as a control account.
6. Enter the **Amount Received**. QuickBooks automatically applies the payment(s).
7. You can edit how they are applied in the **Outstanding Transactions** section of the window.

Receive Payment

Amos Hickie AMOUNT RECEIVED \$452.00

☐ Send later

Payment date: 02/28/2017

Payment method: Cheque Reference no.: 6399 Deposit to: Undeposited Funds Amount received: 452.00

[Accept payments in QuickBooks](#)

Outstanding Transactions

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1143 (02/28/2017)	03/30/2017	452.00	452.00	452.00

< First Previous 1-1 of 1 Next Last >

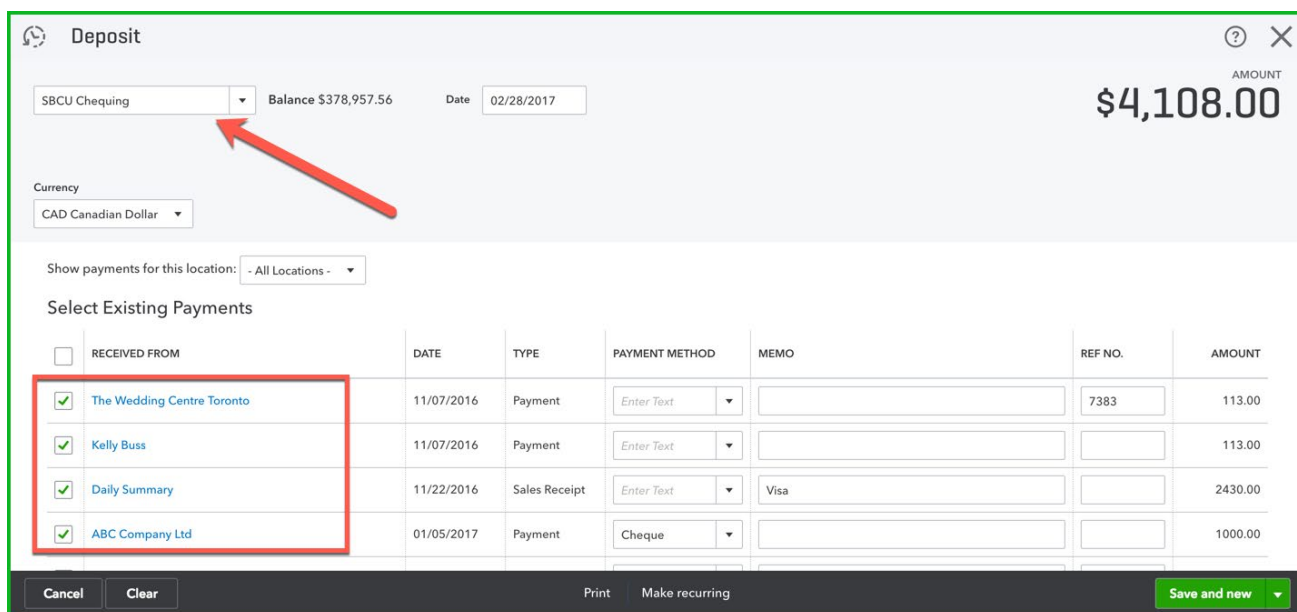
8. Click **Save and close**.

BANK DEPOSIT

After you have received customer payments the next step is to deposit the funds. You can create new transactions from the Quick Create menu

To make a deposit:

1. Click the **Create +** menu.
2. Click **Bank Deposit**.
3. Select the Existing Payments to deposit.
4. Click **Save and New**.



Deposit

SBCU Chequing Balance \$378,957.56 Date 02/28/2017

AMOUNT \$4,108.00

Currency: CAD Canadian Dollar

Show payments for this location: - All Locations -

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	The Wedding Centre Toronto	11/07/2016	Payment	Enter Text		7383	113.00
<input checked="" type="checkbox"/>	Kelly Buss	11/07/2016	Payment	Enter Text			113.00
<input checked="" type="checkbox"/>	Daily Summary	11/22/2016	Sales Receipt	Enter Text	Visa		2430.00
<input checked="" type="checkbox"/>	ABC Company Ltd	01/05/2017	Payment	Cheque			1000.00

Cancel Clear Print Make recurring Save and new

SALES RECEIPTS

Instead of creating invoices to record sales, your clients may receive funds at the time of the sale. Record these sales using Sales Receipts. The Sales Receipt is meant to record an immediate acceptance of payment while an invoice represents an expected payment in the future.

This transaction lets you create the sale and record payment information on one form. To create sales receipts:

1. Click the **Create +** menu → Click **Sales Receipt**.
2. Choose a **customer** → Choose a **Payment method**.
3. Enter a **Reference. No.** → Choose the **Deposit to** account.
4. Enter the sales using the **Product/Service** lines. Enter the **descriptions, QTY, Rate** and **Sales Tax**.
5. Click **Save & Close**.

Sales Receipt no.1144 ? X

Abelardo Stiedemann AMOUNT
\$1,695.00

☐ Send later

Billing address: Abelardo Stiedemann
Sales Receipt date: 02/28/2017
Sales Receipt no.: 1144
Sales Rep: Territory: Custom 3:
Location:
Class:

Payment method: Credit Card Deposit to: Undeposited Funds

[Accept payments in QuickBooks](#)

Amounts are:

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Rock & Aggregates:Ba			3	500	1,500.00	HST ON
2							

DELAYED CHARGES OVERVIEW

Record delayed charges to record charges over a period to be invoiced later (This feature is only available in QuickBooks Online Plus). Delayed charges let your clients accumulate charges to clients and add them at a later time to a customer invoice. These are non-posting transactions until you convert the charges into an invoice. This feature is only available in the *QuickBooks Online Plus* version.

Delayed Charges

To create delayed charges:

1. Click the **Create +** menu.
2. Click **Delayed Charges**.
3. Enter the charges as you would on a regular invoice.
4. Click **Save and close**.

Delayed Charge no.7

Alba Fay

Delayed Charge Date: 02/28/2017

AMOUNT: \$45.50

Delayed Charge no.: 7

Location:

Class:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance-Mo			1	45.50	45.50	HST ON
2							

Add lines Clear all lines

Memo

Total 45.50

Cancel Clear Make recurring Save and new

To Invoice for Delayed Charges:

1. Click the **+** Create menu.
2. Click **Invoice**.
3. Enter the **Customer** that has delayed charges on their account. After choosing the customer, QBO displays a "drawer" that slides in from the right-hand side of the invoice.
4. Choose the charges to add to the customer invoice. Click Add to add charges to the invoice.

Invoice no.1144

Alba Fay | jeramy@thiel.com | Payment Options [Get set up](#)

BALANCE DUE \$0.00

☐ Send later [Cr/Bcc](#) ☐ Credit card [VISA](#) [MasterCard](#)

Billing address
Alba Fay
78453 Wolf Glen
35825-5058 Cierrafurt, FL
Ukraine

Terms Net 30 **Invoice date** 02/21/2017 **Due date** 03/23/2017

Invoice no. 1144 **Location**

Sales Rep **Territory** **Custom 3** **Class**

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	Q	RATE	AMOUNT (CAD)	SALES TAX
1							
2							

Subtotal 0.00 **Total** 0.00 **Balance due** 0.00

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

Message displayed on invoice

[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and send](#)

Add to Invoice

Filter by: All dates

Group time by service

[Add all](#)

Charge #8
Feb 15
\$45.50 | Taxable
No description
[Add](#) [Open](#)

Charge #9
Feb 21
\$45.50 | Taxable
No description
[Add](#) [Open](#)

Charge #7

CREDIT MEMOS & REFUND RECEIPTS

There are several additional important transactions that your clients may enter in QuickBooks. In this section, you will learn about the following transactions:

- **Credit Memos** – enter a credit memo to record a credit to a customer. The Credit memo is usually used to issue credits when customers have accounts receivable or outstanding invoices.
- **Refund Receipts** – Record to refund given to a customer. The Refund Receipt is used when a customer has purchased a product or service from the business using a Sales Receipt.

Credit Memos

Your client will record a credit memo to offer credits for a variety of reasons. The credit memo creates a “negative invoice” for the client. They can apply it against the oldest outstanding invoice (QuickBooks setting) for the customer or apply it against an invoice of their choice. To create a credit memo and apply it automatically for the client, do the following:

1. Click **Create → Credit Memo**.
2. Complete the Credit Memo (complete this form like the invoice form).
3. Click **Save and Close**.

The screenshot shows the 'Credit Memo no.1144' form in QuickBooks. At the top right, the 'AMOUNT TO REFUND' is \$282.50. The form includes fields for the customer (Anderson & Associates), email, and a 'Send later' checkbox. The 'Billing address' is Anderson & Associates, 1331 Dewy Crest, Markham ON, L6H 3K4. The 'Credit Memo Date' is 02/21/2017. There are fields for 'Sales Rep', 'Territory', and 'Custom 3'. The 'Credit Memo no.' is 1144. The 'Location' and 'Class' are dropdown menus. The 'Amounts are' dropdown is set to 'Exclusive of Tax'. Below these fields is a table with columns: #, PRODUCT/SERVICE, SKU, DESCRIPTION, QTY, RATE, AMOUNT (CAD), and SALES TAX. The table has three rows: Row 1: 1, Lawn Maintenance:Monthly M, , , 1, 250, 250.00, HST ON; Row 2: 2, , , , , , , ; Row 3: 3, , , , , , , . Below the table are 'Add lines' and 'Clear all lines' buttons. The 'Subtotal' is 250.00. The 'HST (ON) @ 13% on 250.00' is 32.50. At the bottom, there are 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', and 'Save and send' buttons.

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Monthly M			1	250	250.00	HST ON
2							
3							

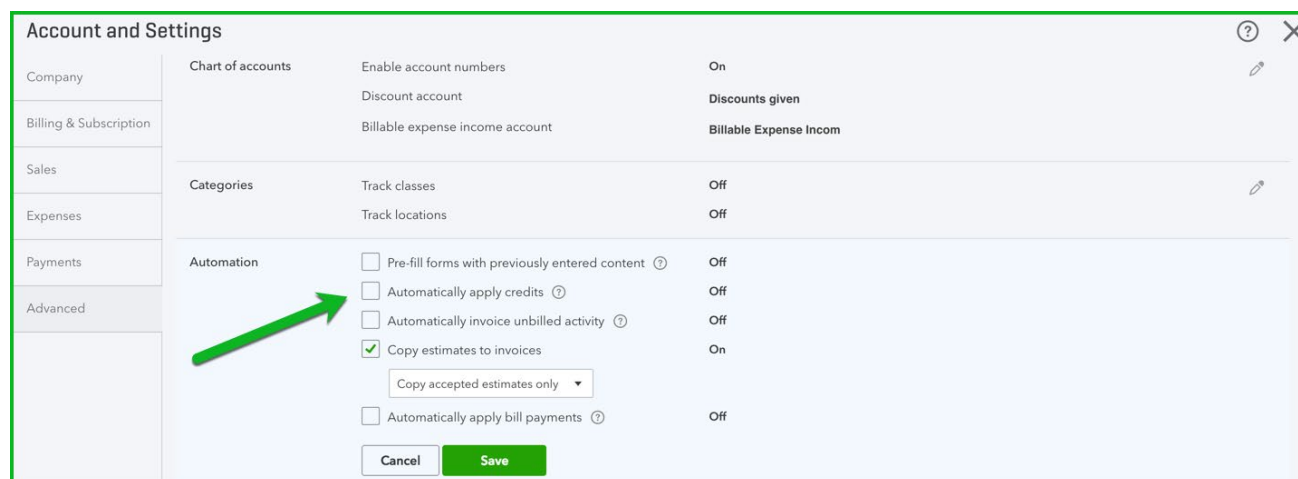
Subtotal: 250.00
HST (ON) @ 13% on 250.00: 32.50

NOTE: By default, QuickBooks automatically applies the payment against the oldest outstanding invoice. You can edit this setting. See next page.

Credit Memos Settings

QuickBooks Online automatically defaults a setting related to QuickBooks credit memos. This setting automatically applies credits against the oldest customer invoice. If you don't want to have QuickBooks automatically apply credits you would do the following:

1. Click the Gear icon
2. Company Settings
3. Click Advanced
4. Click Automation to edit.
5. Deselect **Automatically Apply Credits**



Account and Settings			
Company	Chart of accounts	Enable account numbers	On
Billing & Subscription		Discount account	Discounts given
Sales		Billable expense income account	Billable Expense Incom
Expenses	Categories	Track classes	Off
Payments		Track locations	Off
Advanced	Automation	<input type="checkbox"/> Pre-fill forms with previously entered content ⓘ	Off
		<input type="checkbox"/> Automatically apply credits ⓘ	Off
		<input type="checkbox"/> Automatically invoice unbilled activity ⓘ	Off
		<input checked="" type="checkbox"/> Copy estimates to invoices	On
		<input type="text" value="Copy accepted estimates only"/>	
		<input type="checkbox"/> Automatically apply bill payments ⓘ	Off
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

This changes the way that you apply credits. To apply an outstanding credit, do the following:

1. Create the credit memo
2. Click **Create** → **Receive Payments**

Receive Payment

Payment date: 02/28/2017

Payment method: Enter Text

Reference no.:

Deposit to: Choose an account

Amount received: 0.00

Accept payments in QuickBooks

Outstanding Transactions

Find Invoice No. Filter All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1118 (01/26/2017)	02/25/2017	327.45	327.45	282.50

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. Filter All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Credit Memo # 1144 (02/21/2017)	282.50	282.50	282.50

Cancel Print More Save and close

3. Select the invoice that you are receiving a payment against.
4. QuickBooks Displays the outstanding **Credits**. Select the credit(s) that you want to apply against the invoice.
5. Click **Save** to complete the step of applying the credit against the invoice.

NOTE: If you applied a partial amount, QuickBooks keeps the remaining amounts open on the credit memo, to be applied later.

Refund Receipts

After creating a sale receipts your clients may need to issue a refund for products and services. To issue a refund to a customer, you'll create a Refund Receipt.

1. Click **Create** > click **Refund Receipt**
2. Complete the form including what account you are issuing the refund from.
3. Click **Save & Close**.

Refund Receipt no.1145

Billie Tillman angel.brekke@schultzkeeling.name

AMOUNT
\$25.73

Billing address: Billie Tillman

Refund Receipt date: 02/28/2017

Refund Receipt no.: 1145

Location: [Dropdown]

Class: [Dropdown]

Payment method: Direct Debit

Refund From: SBCU Chequing

Balance: \$383,065.56

Cheque no.: [Input]

☐ Print later

Refund payments in QuickBooks

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	1	24.50	24.50	GST
2							

Subtotal: 24.50

Cancel Clear Print or Preview Make recurring **Save and new**

SALES REPORTS

QuickBooks includes many default reports for tracking sales and accounts receivable.

A/R Aging

To create an A/R aging report:

1. Click **Reports** → All Reports
2. **Manage Accounts Receivable** → **A/R Aging Summary**

[Back to report list](#)
 Report period

Today as of 02/28/2017

Customize Save customization

Show non-zero or active only

Aging method

Days per aging period

Number of periods

Active rows/active columns

☐ Current ☒ Report date

30

4

Run report

Collapse Sort Add notes Edit header





Green Tree Landscapes
 A/R AGING SUMMARY
 As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
▼ ABC Company Ltd						\$0.00
NW Project	4,486.10	22,205.00				\$26,691.10
SW Project	2,399.00					\$2,399.00
Total ABC Company Ltd	6,885.10	22,205.00				\$29,090.10
Alba Fay	15,029.00					\$15,029.00
Alfonso Kirlin		-1,130.00	288.04			\$ -841.96
Anderson & Associates		44.95				\$44.95
Angus Funk		5,650.00	1,195.95			\$6,845.95
Annetta Bayer		96.05	189.84			\$285.89
▼ BigTime Construction	395.50					\$395.50
5469			20,707.25			\$20,707.25
7874	24,492.76					\$24,492.76

Customer Balance Detail

1. Click **Reports** → Click **All Reports**
2. Click **Manage Accounts Receivable** → Click **Customer Balance Detail**

Sort ▾ Add notes Edit header



Green Tree Landscapes

CUSTOMER BALANCE DETAIL

All Dates

DATE	TRANSACTION TYPE	#	LOCATION	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ ABC Company Ltd							
▼ NW Project							
01/12/2017	Invoice	1101		02/11/20...	2,345.00	2,345.00	2,345.00
01/12/2017	Invoice	1100		02/11/20...	6,000.00	6,000.00	8,345.00
01/12/2017	Invoice	1099		02/11/20...	13,860.00	13,860.00	22,205.00
02/09/2017	Invoice	1138		03/11/20...	4,486.10	4,486.10	26,691.10
Total for NW Project					\$26,691.10	\$26,691.10	
▼ SW Project							
02/07/2017	Invoice	1134		03/09/20...	299.00	299.00	299.00
02/07/2017	Invoice	1133		03/09/20...	2,100.00	2,100.00	2,399.00
Total for SW Project					\$2,399.00	\$2,399.00	
Total for ABC Company Ltd					\$29,090.10	\$29,090.10	
▼ Alba Fay							
02/09/2017	Invoice	1139		03/11/20...	14,859.50	14,859.50	14,859.50
02/17/2017	Invoice	1141		03/19/20...	169.50	169.50	15,029.00
Total for Alba Fay					\$15,029.00	\$15,029.00	

CUSTOMER STATEMENTS

Your clients can create statements for their customers.

To create a statement:

1. Go to the **Create menu**.
2. Click **Statement**.

Statements

Statement Type

Balance Forward

Statement Date

02/28/2017

Customer Balance Status

Open

Start Date

01/28/2017

End Date

02/28/2017

Recipients List

Missing email address (10)

Statements available (16)

RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/> Dennis Bergen		\$2,062.50
<input checked="" type="checkbox"/> Alba Fay	jeramy@thiel.com	\$15,029.00
<input checked="" type="checkbox"/> Anderson & Associates		\$44.95
<input checked="" type="checkbox"/> Angus Funk	abdullah_moen@sengerhamill.biz	\$6,845.95
<input checked="" type="checkbox"/> Annetta Bayer	tomasa.ward@hicklenitzsche.us	\$285.89
<input checked="" type="checkbox"/> BigTime Construction		\$64,318.48
<input checked="" type="checkbox"/> Brad Smith		\$165.26

Cancel

Print or Preview

Save

Save and send

TOTAL BALANCE FOR 16 CUSTOMERS

\$89,746.77

1. Choose the **Statement Type** → Enter the **Statement Date**.
2. Enter the dates as needed → **Print or Preview** to view the statements.

Print Statement


To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

Green Tree Landscapes

5100 Spectrum Way

Mississauga ON L4W 5S2

matthew_peterson+1011@realworldtraining.com



GREEN TREE LANDSCAPES

Statement

TO

Annetta Bayer

STATEMENT NO. 1005

DATE 02/28/2017

TOTAL DUE CAD 285.89

ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
01/27/2017	Balance Forward		285.89

Close

Print

CHAPTER 4 - EXPENSES IN QUICKBOOKS ONLINE

QuickBooks Online lets you manage expenses of all types including debit, credit card, entering and paying bills and others. Simple transaction forms let your clients make entries easily and efficiently.

SUPPLIERS & EXPENSES OVERVIEW

Managing your client's suppliers and expenses information is critical to their success. In this section, you learn about how to enter day-to-day expense transactions. Many expense transactions can be automated if you'd like to avoid regular data entry. Expense transactions let you record different payment methods including debit, credit card, online payment, and whatever payment method that your clients use.

OBJECTIVES

After completing this lesson, you should be able to:

- Add Suppliers
- Expenses vs. Accounts Payable
- Enter expense transactions including credit card, debit card and others
- Enter Bills → Pay Bills
- Supplier Credits
- Writing Cheques

ADDING SUPPLIERS

Before entering expenses, it is a good idea to add suppliers. To add a new supplier in QuickBooks Online:

1. Click the **Suppliers** link on the left-hand pane of the QBO window.
2. Click **New Supplier**.
3. Complete the **Supplier Information**.
4. Click **Save**.

Supplier Information

Title

First name

Middle name

Last name

Suffix

Email

Separate multiple emails with commas

Company

Phone

Mobile

Fax

*Display name as

Other

Website

Print on cheque as

☒ Use display name

Billing rate (/hr)

Terms

Enter Text

Address [map](#)

Street

Opening balance

as of

02/28/2017

City/Town

Province

Account no.

Appears in the memo of all payments

Postal code

Country

Business Number

Notes

I pay this supplier with

CAD Canadian Dollar

Attachments

Maximum size: 25MB

Cancel

Privacy

Save

EXPENSES VS. ACCOUNTS PAYABLE

QuickBooks handles a variety of expense related transactions. Depending on the complexity of your client businesses you may use a combination of QuickBooks transactions. Many clients do not understand when you to expenses vs. Bills in QuickBooks.

Expenses

The expense transactions should be used whenever a cheque is not going to be created. QuickBooks has an expense form that can be used for credit and debit card transactions, automatic withdrawals, EFT, and other transactions used by your clients.

Accounts Payable – Enter Bills → Pay Bills

This workflow should be used when accounts payable is important to your clients. This workflow required two steps. Enter bills then pay bills. Bills can be paid using different payment methods.

ADDING EXPENSES

Using the Expense transaction in QuickBooks Online you can create different types of expense transactions like Debit, Wire, Online Banking payments and more. This feature lets you create multiple types of transactions from one window. To create an expense transaction:

1. Click the **Create +** menu → Click **Expense**.
2. Choose a **Supplier** → Enter the **Date**.
3. Choose a **Payment Method** → Choose an **account**.
4. Enter a **Description** → Choose the **Sales Tax rate**.
5. Click **Save and Close**.

Expense

Canada Small Engine Repair Bank/Credit account BMO Chequing Balance \$507,814.19

AMOUNT \$259.90

Payment date 2018.01.31 Payment method Direct Debit

Ref no. Location

Amounts are Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	CUSTOMER / PROJECT	CLASS
1	Equipment Rental	rental of mowers	230.00	HST ON		
2						

Add lines Clear all lines

Cancel Clear Print Make recurring Save Save and new

RECURRING ENTRIES

Creating an invoice in QBO will create an accounts receivable for your clients. You can automate the invoice by clicking **Make Recurring** at the bottom of the invoice window.

1. To create an invoice for specific customer, click **Create Invoice** next to their name. The invoice window displays.
2. Complete the Invoice form. There are several key elements to completing the form. They are the following:
 - a. Choose the customer
 - b. Choose the **Invoice date** and **Due date** if applicable.
 - c. Choose the **Product/Service** → Enter a **Quantity** → **Rate**
 - d. Choose the **Sales Tax rate**.
3. Click **Make recurring**.

Invoice no.1010

Recurring Invoice

Template name: Adwin Ko Type: Scheduled Create: days in advance

Customer: Adwin Ko Email: Email (Separate emails with a comma)

Options: ☐ Automatically send emails ☐ Print later

Payment Options

Interval: Monthly on day 1st of every 1 month(s) Start date: 01-03-2017 End: None

Billing address: Adwin Ko, Ko International Ltd, 6412 av des Erables, Vancouver BC V5M 5M5

Terms: Net 30

Event Rep:

Invoice no.: 1010

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	CLASS
1	General services:Badges:Nam	Name Badges	500	3	1,500.00	HST ON	
2							

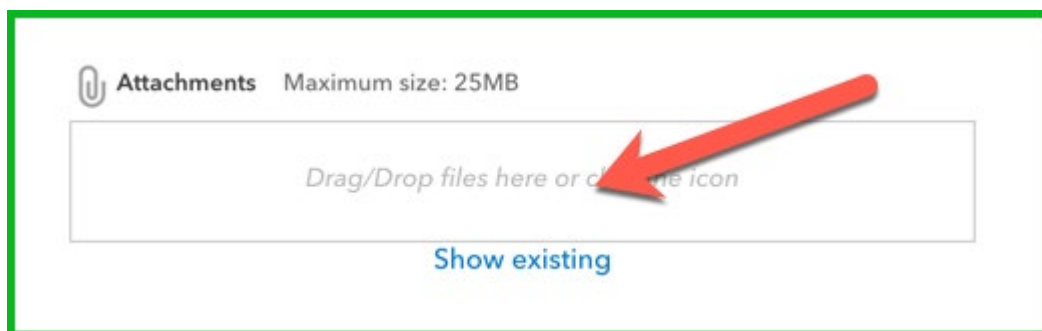
Cancel Revert Customize Save template

4. Click **Save Template**. This will not only create the invoice but also send it automatically on the assigned date.

ATTACHMENTS

QuickBooks Online lets your client upload and save attachments on any transaction. This makes referencing the client's source document easier and more efficient. To add an attachment:

1. Open an invoice
2. Click attachments icon
3. Browse for the attachment
4. Click Save



NOTE: Now QuickBooks Online lets you view the source document when viewing the transaction. This is helpful for receipts, bank statements, copies of transactions, etc.

ENTER BILLS IN QUICKBOOKS ONLINE

To enter accounts payable in *QuickBooks Online*, click **Create +**. This bill window is best used to record bills to be paid later. Most other expenses can be recorded using the expense type of transaction.

To Enter Bills:

1. Click **Bills** → Enter the **Supplier**.
2. Enter the expense **Account** → Enter a **Description**.
3. Enter the **Amount** and choose the **Tax Rate**.
4. Click **Save and Close**.

Bill

Canada Small Engine Repair

BALANCE DUE
\$904.00

Mailing address: Chris Smith, Canada Small Engine Repair, 78 Winding Way, Toronto ON, L4N 3K8

Terms: [dropdown]
Bill date: 02/28/2017
Due date: 02/28/2017

Bill no.: [text box]
Location: [dropdown]

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		800.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

PAY BILLS

To pay multiple suppliers at one time you can use the Pay Bills window. This is a great feature for larger clients who may need to do large batches of payables transactions. To pay bills from the Pay Bills window:

1. Click the **+** button and choose **Pay Bills** → Click **Filter** to filter the bills.
2. Select the Bills to Pay from the **Payee** column.
3. Edit the amount to pay in the **AMT to PAY** column → Select **Print Later** to print cheques later.
4. Click the **Save** option. You can click **Save and Close** or **Save and Print**.

Pay Bills

Payment account: SBCU Chequing Balance \$383,065.56 Payment date: 02/28/2017 Starting cheque no.: 113 ☐ Print later

Currency: CAD Canadian Dollar

Filter Custom X Clear filter / View All

9 open bills

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> Rogers	678	02/28/2017	\$133.28	None available	133.28	\$133.28
<input checked="" type="checkbox"/> Home Depot CDN	8649	03/02/2017	\$866.71	None available	866.71	\$866.71
<input checked="" type="checkbox"/> Johnson Supply Company		03/02/2017	\$15,482.13	None available	15,482.13	\$15,482.13
<input checked="" type="checkbox"/> DFW Intl Airport		03/03/2017	\$750.75	None available	750.75	\$750.75
<input checked="" type="checkbox"/> Home Depot CDN		03/03/2017	\$1,000.00	None available	1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Johnson Supply Company	97544	03/03/2017	\$13,673.00	None available	13,673.00	\$13,673.00
<input checked="" type="checkbox"/> Johnson Supply Company		03/03/2017	\$16,385.00	None available	16,385.00	\$16,385.00

TOTAL PAYMENT AMOUNT: \$50,300.01

Cancel Save and close

CHEQUES IN QUICKBOOKS ONLINE

On rare occasions, your clients may write a cheque without a bill. This can be handled in QuickBooks. Create cheques in QuickBooks as needed using the Cheque option under the create menu.

1. Click the + sign and click Cheques → Choose the **Supplier**.
2. Choose the **Bank account** → Choose the expense **Account**.
3. Enter a **Description** → Enter the **Amount** and choose **Sales Tax**.
4. Click **Save and Close**.

Cheque no.12360 ? X

Canada Small Engine Repair Bank Account BMO Chequing Balance \$510,413.19 AMOUNT
\$2,599.00

Mailing address: Chris Smith
Canada Small Engine Repair
78 Winding Way
Toronto ON L4N 3K8

Payment date: 2018.01.31

Cheque no. 12360
☐ Print later
Location:

Amounts are: Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	CUSTOMER / PROJECT	CLASS
1	Equipment Repair and	Repairs	2,300.00	HST ON	Enter Text	Enter Text
2						

Cancel Clear Print or Preview Make recurring More Save and new

SUPPLIER CREDITS

Your client will create supplier credits if they must return goods to a supplier or if they receive a credit from a supplier to be applied against.

1. Click **Create → Supplier Credit**
2. Complete form including **Supplier name, Account.**
3. Enter the **Amount** and **Sales Tax.**
4. Click **Save & Close.**

NOTE: QuickBooks automatically applies the credit against the oldest outstanding bill.

Supplier Credit

Canada Small Engine Repair

CREDIT AMOUNT
\$113.00

Mailing address
Chris Smith
Canada Small Engine Repair
78 Winding Way
Toronto ON, L4N 3K8

Payment date
01/31/2017

Ref no.

Location

Amounts are

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		100.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save and new

SUPPLIER REPORTS

To create reports for payables to your client's suppliers, QuickBooks provides several key reports.

AP Aging Summary

Create the A/P Aging detail report to view the detailed outstanding bills by supplier. Run the report by:

1. Click **Reports**
2. Click **Manage Accounts Payable**
3. Click **A/P Aging Summary**

Report period
Today as of 02/28/2017

Customize Save customization

Show non-zero or active only
Active rows/active columns

Aging method
☐ Current ☒ Report date

Days per aging period
30

Number of periods
4

Run report

Sort Add notes Edit header

Green Tree Landscapes
A/P AGING SUMMARY
As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon					35.97	\$35.97
Canada Small Engine Re...		904.00	169.50			\$1,073.50
City of Toronto			96.05		169.50	\$265.55
DFW Intl Airport	750.75					\$750.75
Green Jeans Lawn Machi...			773.71			\$773.71
Hank's Courier				316.40		\$316.40

REPORTING ON EXPENSES

To find out details about where your clients spend their money you can create the Expenses by Supplier Summary. To create this report:

1. Click **Reports**
2. Review Expenses and Purchases
3. Expenses by Supplier Summary

QuickBooks Online interface showing the 'Expenses by Supplier Summary' report for 'Green Tree Landscapes'.

Report period: 01/01/2017 to 02/28/2017

Display columns by: Total Only

Accounting method: Accrual

Run report

Green Tree Landscapes	
EXPENSES BY SUPPLIER SUMMARY	
January - February, 2017	
	TOTAL
Amazon	550.00
Canada Small Engine Repair	1,050.00
City of Toronto	3,085.00
Edmonton Credit Union	400.00
Great Britain Gnome Company	160.01
Green Jeans Lawn Machines	29.00

REIMBURSABLE EXPENSES

Many service businesses will invoice for their time/service plus the expenses they incur. QuickBooks Online can track reimbursable expenses to customers and remind the user to add those reimbursable expenses to invoices.

The reimbursable expenses feature is only available in the Plus version of QuickBooks Online.

The feature needs to be enabled before tracking expenses to customers. To enable the feature:

1. Click **Gear** → **Company Settings**
2. Click → **Expenses**
3. Click **Edit** → **Select Track expenses and items by customer**

Account and Settings

Company	Bills and expenses	Show Items table on expense and purchase forms	On
Billing & Subscription		Track expenses and items by customer	On
Sales		Make expenses and items billable	On
Expenses		Default bill payment terms	
Payments	Purchase orders	Use purchase orders	On
Advanced	Messages	Default email message sent with purchase orders	

4. Click **Make expenses and items billable**
5. Click **Save** → **Click Done**.

Account and Settings

Company	Bills and expenses	<input checked="" type="checkbox"/> Show Items table on expense and purchase forms ? On
Billing & Subscription		<input checked="" type="checkbox"/> Track expenses and items by customer ? On
Sales		<input checked="" type="checkbox"/> Make expenses and items billable ? On
Expenses		<input type="checkbox"/> Markup with a default rate of 10 % ?
Payments		<input checked="" type="checkbox"/> Track billable expenses and items as income ?
Advanced		<input checked="" type="radio"/> In a single account
		<input type="radio"/> In multiple accounts ?

Default bill payment terms

Cancel Save

Note: You can track billable expenses and items as income in a single account or multiple accounts. This is setup in the chart of accounts.

Account

Category Type
Expenses

*Detail Type

Advertising/Promotional

Auto

Bad debts

Bank charges

Charitable Contributions

Cost of Labour

Distribution costs

Dues and Subscriptions

Use **Advertising/promotional** to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use **Promotional meals** instead.

*Name
Advertising

Number

Description

☐ Is sub-account

Enter parent account

☒ Use for billable expenses

Income Account

Enter income account

Default Tax Code

Cancel

Save and Close

After enabling the feature, you can add expenses to customers and make them billable. To do this open any expense transaction including purchase orders, expenses, cheques and bills.

1. Click **Create** → **Expense**.
2. Enter the expense information as you usually would.
3. In the **Customer** field, choose the customer to whom you want to track the expenses for reimbursement.
4. Select the **Billable** checkbox.

Expense

City of Toronto Visa Balance \$41,552.02

AMOUNT \$175.15

Payment date: 02/28/2017 Payment method: Enter Text

Ref no. Location

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER	CLASS
1	Taxes and Licenses	Permit for new construction	155.00	HST ON	<input checked="" type="checkbox"/>	Araceli Schamberger	Enter Text
2							

Add lines Clear all lines

Cancel Clear Print Make recurring Save Save and new

5. Create an invoice for the customer and QuickBooks will prompt you to add the reimbursable expenses to the invoice.
6. Click **Add** to add the expenses to the invoice → Click **Save** to complete the process.

Invoice no.1145

Araceli Schamberger kristy_welch@keler.net

Payment Options Get set up

BALANCE DUE \$0.00

Add to Invoice

Filter by All dates

Group time by service

Add all

Billable expense Feb 28 \$155.00 | Taxable Permit for new construction

Add Open

Invoice date: 02/28/2017 Due date: 03/30/2017

Invoice no. 1145

Location Class

Amounts are Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	RATE	AMOUNT (CAD)	SALES TAX
1						
2						

Cancel Clear Print or Preview Make recurring Customize Save Save and send

CHAPTER 5 – ONLINE BANKING

Automating the work that you do in QuickBooks will help you save time and enter data in the most accurate and efficient way possible. QuickBooks lets you automate a variety of transactions using bank feeds.

OBJECTIVES

After completing this chapter, you should be able to:

- Setup a bank feed
- Categorize client bank feeds
- Create Bank Rules

BANK FEEDS OVERVIEW

The Banking page is where you connect your accounts and download transactions. This is sometimes known as "bank feeds." Once you begin adding and matching your bank feed transactions into QuickBooks, the process gets easier and faster over time. QuickBooks learns from your decisions and offers smart suggestions to speed the work for you.

Note: The first download after setting up the bank feed will include the last 90 days of transactions. If you've already added and reconciled these transactions, they can be excluded.


SETTING UP BANK FEEDS


1. Click **Home**, then **Connect Account**.
2. Search for your bank or credit card name or choose from the list of common banks.


Let's get a picture of your profits


Securely connect your bank or credit card to bring in your transactions.


Here are some of the most popular ones:























 We use bank-level security to keep your info safe.

Privacy





3. Enter the client's banking or credit card information.
4. Click **Sign In**.


Connect an account


Sign in to your bank.



Royal Bank of Canada
www.rbcroyalbank.com 1-800-769-2555

Username or Card Number

Password

☒ I'm not a robot  reCAPTCHA
Privacy - Terms

 We use bank-level security to keep your info safe.

[Privacy](#)  

[Go back](#) [Sign in](#)

5. QuickBooks may require extra information. This is a security feature. NOTE: Some accountants get a "read-only" access bank card for this purpose. It has limited access but meets the requirements to setup a client bank account.


Connect an account



Sign in to your bank.

**Capital One Mastercard
Platinum (Canada)**
www.capitalone.ca 1-800-481-3239

Your bank requires extra information.

Please choose a way to receive a one-time code

 We use bank-level security to keep your info safe.

[Privacy](#)  

[Go back](#) [Sign in](#)

- In the **Connect an Account** choose the QuickBooks account that the online account will link to.

Connect an account

Which accounts do you want to connect?

We'll import 90 days of transactions. [Want a shorter time period?](#)

✓

Platinum MasterCard
Account5386
Balance -2,498.39

▼

Connect

- Click **Connect**.

Connect an account

Capital One Mastercard Platinum
(Canada)
www.capitalone.ca 1-800-481-3239
Added February 28, 2017 12:25 PM

ACCOUNT NAME	QUICKBOOKS NAME	BALANCE
Platinum MasterCard (5386)	Visa	-2,498.39

Let's go!

- Click **Let's go!** to complete the connection.

PROCESSING TRANSACTIONS IN THE BANK FEED

With your transactions now in QuickBooks Online, you are ready to allocate them to the required expense categories.

There are 4 types of transactions that you will work with in the bank feed.

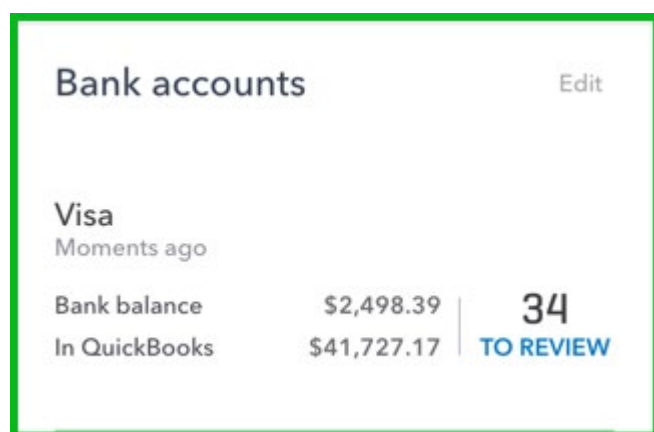
Similar Records Found (Match) – transactions that QuickBooks recognizes that match the bank download

Rule – a rule that you add to QuickBooks that automatically categorizes transactions

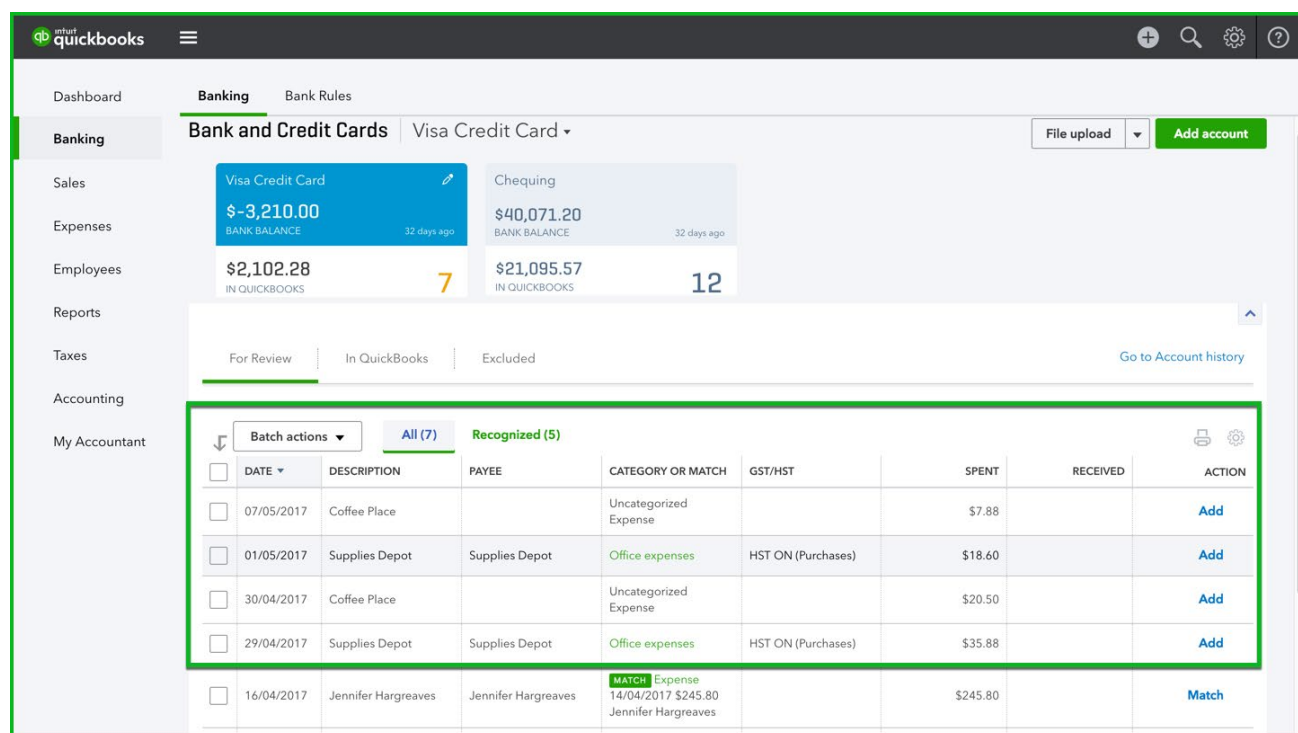
QuickBooks "Rule" – suggestion that QuickBooks makes based on historical information from QuickBooks

Uncategorized Expense/Uncategorized Income – QuickBooks needs your help to categorize the transaction.

1. Click **Home**.
2. Click **to Review**. QuickBooks displays the bank feed window.



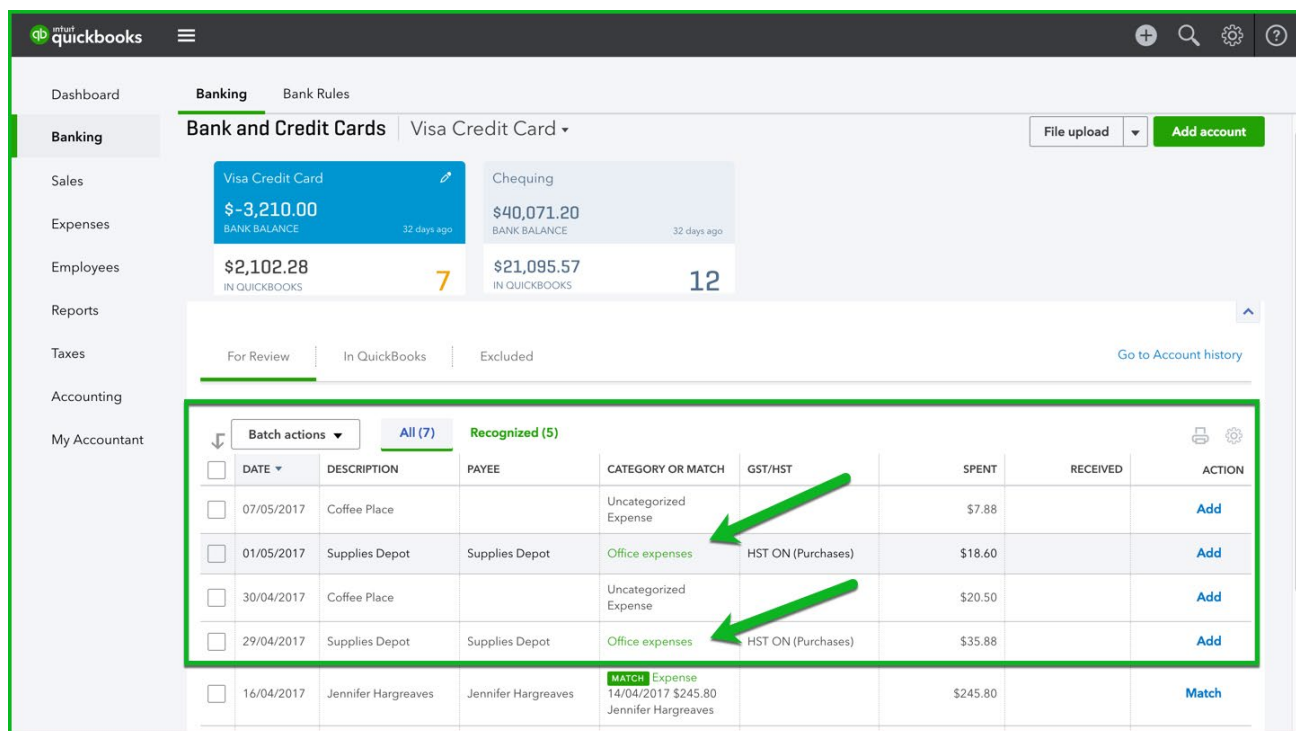
3. In the **For Review** tab, first review the **Match** transactions.



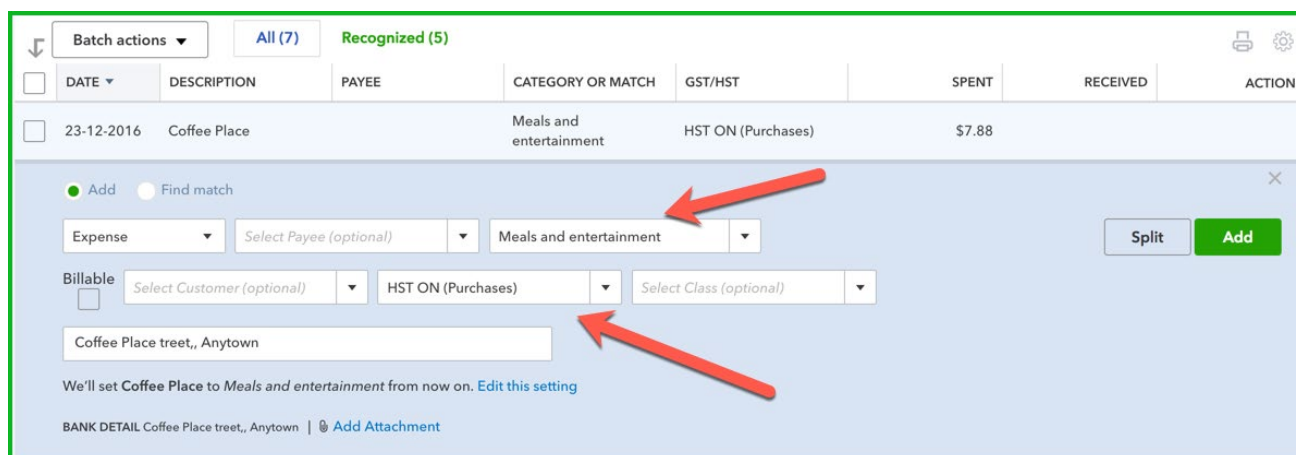
The screenshot displays the QuickBooks Online Banking interface. The left sidebar shows navigation options: Dashboard, Banking, Bank Rules, Sales, Expenses, Employees, Reports, Taxes, Accounting, and My Accountant. The main area is titled 'Bank and Credit Cards' and shows the 'Visa Credit Card' account. It displays two balances: Visa Credit Card (\$-3,210.00) and Chequing (\$40,071.20). Below these, it shows the 'For Review' tab with a table of transactions. The table has columns: DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, GST/HST, SPENT, RECEIVED, and ACTION. There are 7 transactions in total, with 5 recognized and 2 in the 'For Review' tab. The transactions are:

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
07/05/2017	Coffee Place		Uncategorized Expense		\$7.88		Add
01/05/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$18.60		Add
30/04/2017	Coffee Place		Uncategorized Expense		\$20.50		Add
29/04/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$35.88		Add
16/04/2017	Jennifer Hargreaves	Jennifer Hargreaves	MATCH Expense 14/04/2017 \$245.80 Jennifer Hargreaves		\$245.80		Match

4. After reviewing the transactions, click **Match** to confirm and enter the transactions in QuickBooks Online.
5. For transactions labeled in Green, QuickBooks suggests a category you can click **Add** if the category is correct or click the transactions to expand it and edit the category and other information as needed.



6. For transactions that are not matching, you'll click on the transaction to process.



7. Complete the information as needed.
8. Click **Add** to complete the transaction.

NOTE: After adding transactions to QuickBooks, they move from the **For Review** tab to the **In QuickBooks** tab.

NOTE: When you first download, QuickBooks downloads the last 90 days. If these are not needed, select the transactions → click **Batch Actions** → Click **Exclude Selected**.

BANK RULES

On the Banking page, you can set up rules to tell QuickBooks what to do with bank items that meet conditions. Rules help you control, customize, and automate how you use the Banking page in QuickBooks.

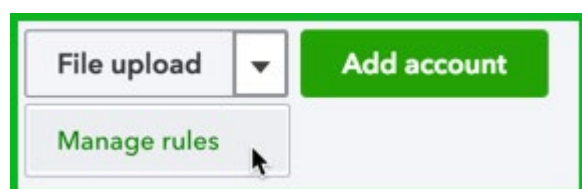
Even without rules, QuickBooks makes it easier for you to accept bank transactions quickly. When QuickBooks downloads your bank transactions, it does the following:

- Cleans up cryptic bank descriptions
- Suggests logical categories based on bank descriptions
- Remembers changes you made before, and applies those changes to similar transactions
- Looks for matches among the transactions you already entered into QuickBooks

Rules go beyond the automatic processing to give you a finer level of control. They scan downloaded bank items for certain criteria you specify, and then assign particular payees, categories, classes, locations, and more to them. Rules can even help automatically split items between categories and more.

To add a rule:

1. In the navigation bar → click **Transactions > Banking**.
2. Click drop-down arrow → **Manage rules** from the list.



3. Click **New rule**.
4. Enter a descriptive name and select whether the rule is for a money-in or money-out transaction.
5. Rule names can have only letters, numbers, and spaces.
6. Select the bank account the rule applies to.
7. Set up the conditions QuickBooks should look for when downloading bank items:

Rule

Rule name: Office Supplies For: Money out In: All bank accounts

When a transaction meets all of these conditions

Description Contains Supplies Depot

and Amount Is less than 50.00

Add line

Set one or more of the following

Transaction type: Expense

Payee: Category: Office expenses Tax code: HST ON Class:

Split

Memo:

☒ Automatically add to my books

Cancel Save

CHAPTER 6 – BANKING & COMPANY ACTIVITIES IN QUICKBOOKS ONLINE

Banking is a critical day-to-day function of small business. QuickBooks makes data entry and account reconciliations easy with bank feeds. If your clients want to save time and reduce data entry task they can use the automated bank feeds in QuickBooks to feed transaction information directly into QuickBooks.

OBJECTIVES

After completing this chapter, you should be able to:

- Make a bank transfer
- Reconcile an account
- File Sales taxes

BANK TRANSFER

An important transaction in QuickBooks is recording bank transfers. You can record a transfer that your client does online or at the bank in QuickBooks. To create a transfer:

1. Click **Create > Transfer**
2. Complete the **Transfer Funds From** and **Transfer Funds To** fields to include the accounts you are transferring between.
3. Enter the **Amount** and **Date**.
4. Click **Save and Close**.

Transfer

Transfer Funds From
SBCU Chequing

Transfer Funds To
Chequing

Currency
CAD Canadian Dollar

Transfer Amount
45,000.00

Date
02/28/2017

Memo

Attachments Maximum size: 25MB
Drag/Drop files here or click the icon
Show existing

Cancel Clear Make recurring Save and new

BANK RECONCILIATION

The purpose of your bank reconciliation is to:

1. Match individual transactions from QBO to your transactions on your bank statement
2. Match your ending balance from your bank statement to the cleared balance in QuickBooks Online.

To reconcile your bank account:

1. Click **Gear Icon/Company Menu**, and then click **Reconcile**.
2. Choose the **Account** under the **Which account do you want to reconcile?**
3. Complete the **Enter the following from your statement** section including the **Ending balance** and **Ending date**.
4. Complete the **Enter the service charge or interest earned, if necessary** section.
NOTE: this is optional. You can enter these transactions using another type of transactions like expense or journal entry.

5. Click **Start reconciling**.

6. Select the transactions that have cleared the bank account on the bank statement.

Chart of accounts > Bank register > Reconcile

Reconcile BMO Chequing

Statement ending date: May 31, 2017

\$496,012.79

STATEMENT ENDING BALANCE

-

\$496,012.79

CLEARED BALANCE

\$-2,420.87

BEGINNING BALANCE

-

\$1,566.34

7 PAYMENTS

+

\$500,000.00

2 DEPOSITS

✓ \$0.00

DIFFERENCE

Reconciliation Tips

- Click the down arrow in the summary section to expand the window. This lets you view the details of the reconciliation as you reconcile. This section of the window displays the **Balances, Payments, and Deposits**.
- Filter the reconciliation window by clicking the one of the 3 options of **Payments, Deposits, or All**. QuickBooks default view is **All**.
- Sort the list of transactions by clicking the column heading.

- After you've completed marking the cleared transactions from your bank statement, click **Finish Now** or click the down arrow to **Save for Later** or **Close without Saving**.

NOTE: As part of the QuickBooks Online Accountant edition you can undo the reconciliation for your client. Your client does not have access to this feature in their version of QBO.

FILING SALES TAXES

QuickBooks is designed to help you track and file your sales taxes for your clients. When you follow the rules, QuickBooks sets for you and your client, QuickBooks can automate the tracking of sales tax payable for all federal and provincial tax transactions.

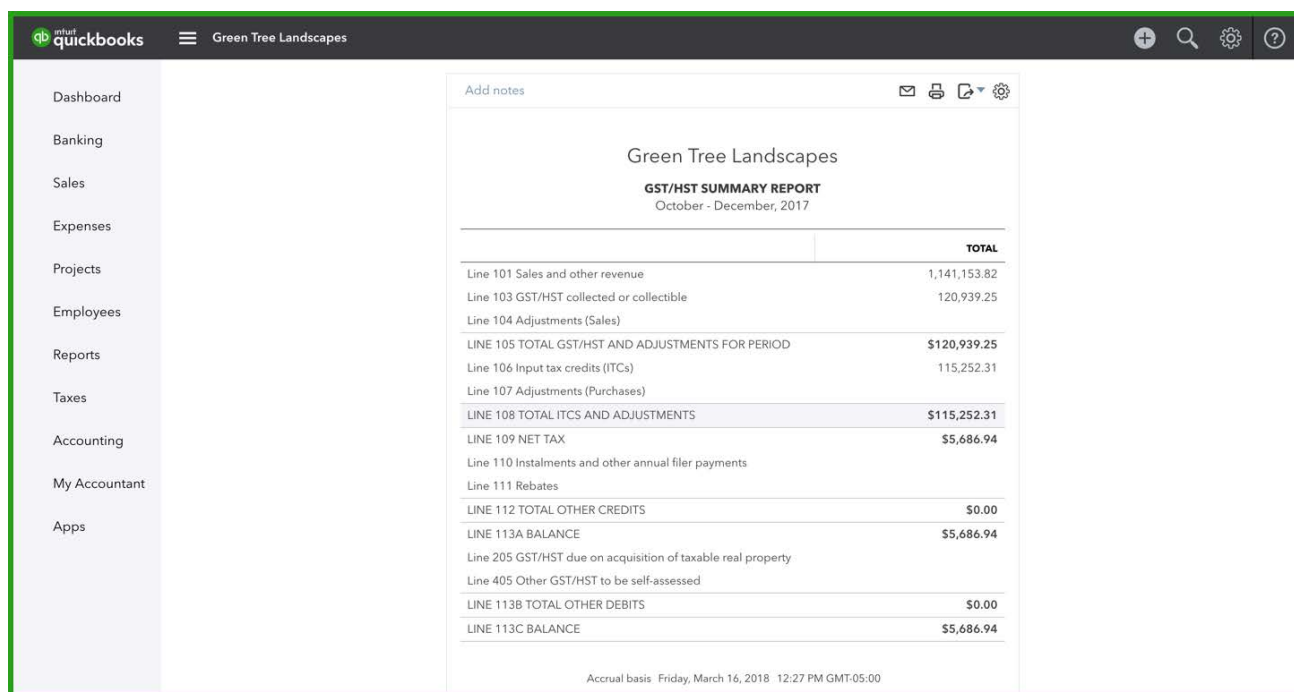
There are several rules that your client should follow when entering data in QuickBooks. They are the following:

1. Use transaction forms to enter all day-to-day transactions. This ensures the data can easily be made taxable using the sales tax module in QuickBooks.
2. Add a sales tax rate to every transaction in QuickBooks including all sales and expense transactions.
3. Do not make journal entries to adjust the sales tax on the journal entry transaction type.

PREPARE TO FILE SALES TAX

There are several best practices in QuickBooks when preparing to file your client's sales tax returns. It's a good idea to create reports and compare those reports to the Files sales tax window. Create the following reports to help you verify the payable amounts from the account matches the amount on the Files Sales Tax window.

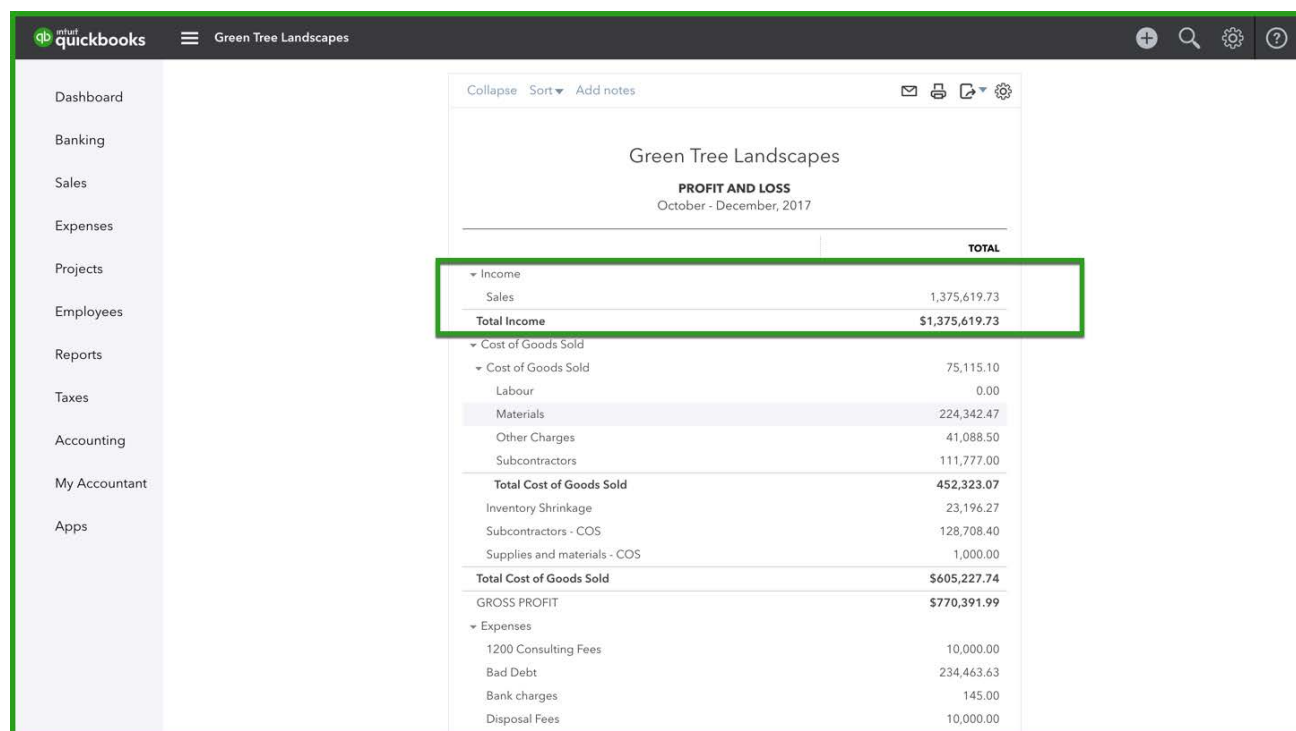
1. **GST/HST Summary Report** – create this report to view specific values for each sales tax line on the sales tax return



Green Tree Landscapes	
GST/HST SUMMARY REPORT	
October - December, 2017	
	TOTAL
Line 101 Sales and other revenue	1,141,153.82
Line 103 GST/HST collected or collectible	120,939.25
Line 104 Adjustments (Sales)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	\$120,939.25
Line 106 Input tax credits (ITCs)	115,252.31
Line 107 Adjustments (Purchases)	
LINE 108 TOTAL ITCs AND ADJUSTMENTS	\$115,252.31
LINE 109 NET TAX	\$5,686.94
Line 110 Instalments and other annual filer payments	
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	\$0.00
LINE 113A BALANCE	\$5,686.94
Line 205 GST/HST due on acquisition of taxable real property	
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	\$0.00
LINE 113C BALANCE	\$5,686.94

Accrual basis Friday, March 16, 2018 12:27 PM GMT-05:00

2. **Profit & Loss Report** – use this report to compare the sales for the period to Line 101 on the GST/HST Summary reports



Green Tree Landscapes

PROFIT AND LOSS
October - December, 2017

	TOTAL
Income	
Sales	1,375,619.73
Total Income	\$1,375,619.73
Cost of Goods Sold	
Labour	75,115.10
Materials	0.00
Other Charges	224,342.47
Subcontractors	41,088.50
Total Cost of Goods Sold	111,777.00
Inventory Shrinkage	452,323.07
Subcontractors - COS	23,196.27
Supplies and materials - COS	128,708.40
Total Cost of Goods Sold	\$605,227.74
GROSS PROFIT	770,391.99
Expenses	
1200 Consulting Fees	10,000.00
Bad Debt	234,463.63
Bank charges	145.00
Disposal Fees	10,000.00

3. **Balance Sheet/General Ledger** – use this report to drill down to the details in the GST/HST Payable account.

Accountant

Green Tree Landscapes ▾

Search

+

?

Dashboard
Banking
Sales
Expenses
Projects
Employees
Reports
Taxes
Accounting
My Accountant

	TOTAL
Total Machinery & Equipment	39,000.00
▼ Skylift	
Original cost	38,000.00
Total Skylift	38,000.00
▼ Tractor	
Original cost	89,000.00
Total Tractor	89,000.00
Total Fixed Assets	189,340.00
Total Property, plant and equipment:	\$190,340.00
Total Non-current Assets	\$190,340.00
Total Assets	\$5,079,977.93
▼ Liabilities and Equity	
▼ Current Liabilities	
Customer Deposit	148,000.00
Customer Deposits - 7	0.00
Due to Shareholder	13,522.98
GST/HST Payable	104,976.62
Current Expense	100,776.62
Holdback	1,000.00
▼ Payroll Liabilities	
Canada Life	2,885.57
Custom Care	50.00
Federal Taxes	1,335.61
Food Bank	250.00
GWL	50.00
Sun Life	200.00
TD Canada Trust	1,000.00

4. **Make Adjustments** – After your review you may find that adjustments need to be made to make the balance sheet and the Files Sales Tax window display. After determining what changes need to be made you can do one of the following:
- Edit Individual Transactions** – you can edit the transactions that are creating the imbalance between the account and the File Sales Tax window.
 - Adjust the return** – on the return window click the Adjust button to make an adjustment to a specific return

Prepare GST/HST return

Filing period: Quarterly Start date: 2017.04.01 End date: 2017.06.30 Filing date: 2018.03.16 TAX DUE: \$24,804.87

How to file a return

Goods and Services / Harmonized Sales Tax Return GST62

Canada Revenue Agency

Green Tree Landscapes (Business account # 123453458RT0001) Accrual basis Filing date: 2018.03.16

	Amount	Exceptions	Total amount	
Sales and other revenue..... Line 101	\$1,721,569.97	\$450.00	\$1,722,019.97	
GST/HST collected or collectible..... Line 103	\$232,043.18	\$58.50	\$232,101.68	Adjust
Adjustments (Sales)..... Line 104	\$0.00	\$0.00	\$0.00	Adjust
Total GST/HST and adjustments for period..... Line 105			\$232,101.68	
Input tax credits (ITCs)..... Line 106	\$206,581.94	\$714.87	\$207,296.81	Adjust
Adjustments (Purchases)..... Line 107	\$0.00	\$0.00	\$0.00	Adjust
Total ITCs and adjustments..... Line 108			\$207,296.81	
Net Tax..... Line 109			\$24,804.87	
Installments and other annual filer payments..... Line 110	\$0.00	\$0.00	\$0.00	

Print | Export Mark as filed

Make the adjustment as needed below.

Adjust GST/HST

Adjustment date

2017.06.30

Tax rate *

HST (ITC) ON (13%)

Tax line

Line 106

Sales tax account

GST/HST Payable

Adjustment account

GST/HST Payable

Adjustment amount *

120.88

Memo

How does QuickBooks track an adjustment?

Save

To file your client's sales taxes:

1. Click **Taxes**. QBO displays the **Sales Tax Centre**, which includes all the taxes that you track in your business. QuickBooks displays a summary view of the next return to file.

The screenshot shows the QuickBooks Online interface for a client named "Green Tree Landscapes". The "Taxes" section is selected in the left sidebar. The "Sales Tax" tab is active, showing a summary of the next return to file for the period 01/01/2017 to 03/31/2017. The summary shows a total of \$1,671.27, with \$36,482.13 collected on sales and \$34,810.86 paid on purchases. The balance is \$0.00. A green box highlights this summary section. A green arrow points from the box to the "Prepare return" button in the table below. Another green arrow points from the "Finish strong." message to the "View reports" button.

Sales Tax | GST/HST

\$1,671.27
01/01/2017 - 03/31/2017

\$36,482.13 COLLECTED ON SALES - **\$34,810.86** PAID ON PURCHASES - **\$0.00** ADJUSTMENTS

Finish strong.
File your return and mark it filed here to keep your books in order.
[How to record payments](#)

Returns | Payments

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	03/31/2017		\$1,671.27	\$0.00	\$1,671.27	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$17,775.29	\$0.00	Filed and paid	View summary
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary

< First Previous 1-3 of 3 Next Last >

2. After reviewing and printing the report, click **Sales Tax**, and then click **Prepare Return**.

The screenshot shows the QuickBooks Online Accountant interface for Green Tree Landscapes. The left sidebar includes links to Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports, Taxes, Accounting, and My Accountant. The main area displays the Sales Tax summary for the period 01/01/2017 - 03/31/2017, with a total of \$1,671.27. Below this, the Returns table lists the next return to file and two filed returns. A green box highlights the Sales Tax summary, and a green arrow points from the 'Prepare return' link in the Returns table to the 'Mark as Filed' button in the next screenshot.

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	03/31/2017		\$1,671.27	\$0.00	\$1,671.27	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$17,775.29	\$0.00	Filed and paid	View summary
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary

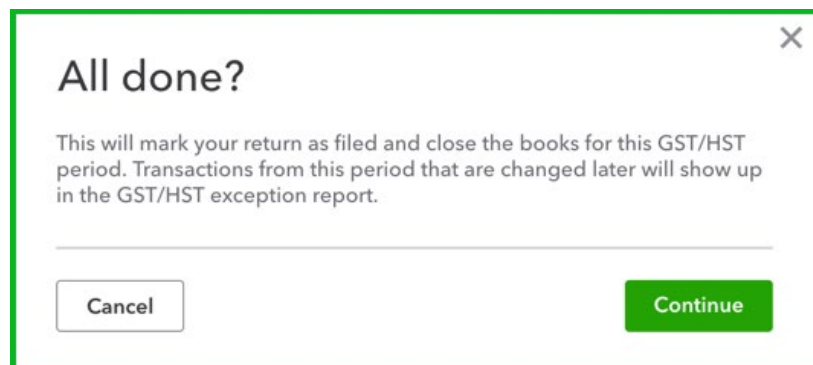
3. The return window will match the sales tax report, you just created. Click **Mark as Filed** to complete the GST/HST Return.

The screenshot shows the 'Prepare GST/HST return' window. At the top, it displays the filing period (Yearly), start date (04/01/2016), end date (12/31/2016), and filing date (12/31/2016). The total tax due is \$17,775.29. Below this, the 'Goods and Services / Harmonized Sales Tax Return' form is displayed, with a red box highlighting the 'Adjust' buttons for each line item. A red arrow points from the 'Mark as Filed' button at the bottom right.

	Amount	Exceptions	Total amount	
Sales and other revenue..... Line 101	\$720,178.99	\$0.00	\$720,178.99	Adjust
GST/HST collected or collectible..... Line 103	\$92,853.61	\$0.00	\$92,853.61	Adjust
Adjustments (Sales)..... Line 104	\$0.00	\$0.00	\$0.00	Adjust
Total GST/HST and adjustments for period..... Line 105			\$92,853.61	
Input tax credits (ITCs)..... Line 106	\$75,076.94	\$1.38	\$75,078.32	Adjust
Adjustments (Purchases)..... Line 107	\$0.00	\$0.00	\$0.00	Adjust
Total ITCs and adjustments..... Line 108			\$75,078.32	
Net Tax..... Line 109			\$17,775.29	
Instalments and other annual filer payments..... Line 110	\$0.00	\$0.00	\$0.00	

NOTE: QBO marks each of these transactions as filed. It gives you a message indicating that QuickBooks will close the books for the tax period.

4. QuickBooks marks each transaction in the period as filed. Click **Continue**.




5. Click Record Payment to pay for this sales tax filing.

Returns

Payments

View reports

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS		ACTION
Next return to file								
01/01/2017	12/31/2017		\$-793.08	\$0.00	\$-793.08	Open		Prepare return
Filed returns								
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$0.00	\$17,775.29	Filed		Record payment
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid		View summary

6. Enter the payment information including the **Account**, **Payment date** and **Payment amount**.
7. Click Save to complete the payment.

Record GST/HST payment

SBCU Chequing

▼

Balance \$35,139.69

PAYMENT AMOUNT

\$17,775.29

Payment type

☒ Payment

☐ Refund

GST/HST period

04/01/2016 - 12/31/2016

GST/HST due this period

\$17,775.29

Total GST/HST due

\$16,275.29

Payment date

01/31/2017

Payment amount

17,775.29

Memo

Payment in full for sales tax

Save

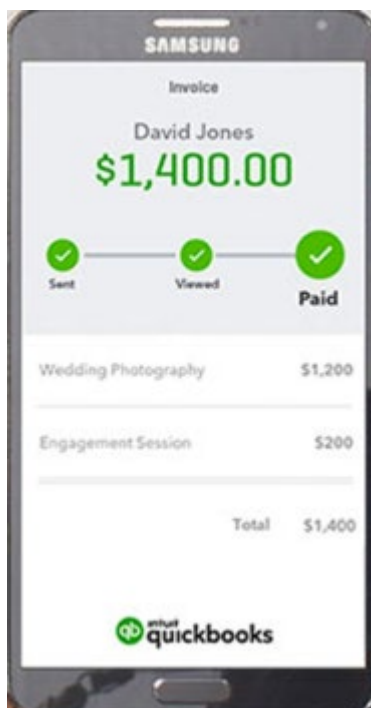
QUICKBOOKS ONLINE MOBILE

A powerful component of QuickBooks Online is the ability to use QuickBooks Online on mobile devices. You can download the mobile app from the iTunes store or the Google Play store.

DOWNLOADING THE MOBILE APP

To download the mobile app, you can visit the iTunes store to download the free QB application. You can also download the app from the Google Play store.

The QB app is a free app designed to help your clients who are on the go to capture and enter information on their mobile devices.



OPEN QUICKBOOKS MOBILE

After downloading the iPhone app from the iTunes store, you can access the app from your home screen.

You can do the following activities in the mobile app:

- Add Customers
- Add Notes
- Add Products & Services
- Add Suppliers & create expenses
- Create Estimates, Sales Receipts, Invoices, & Customer Payments
- Process bank transactions

Activities like filing sales tax, bank reconciliations and other accounting specific tasks can only be completed in a web browser.

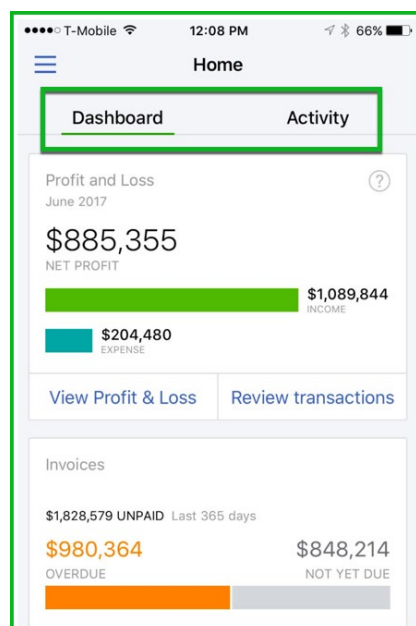
To open the QuickBooks mobile app:

1. Tap the **QuickBooks** app.
2. Enter your **User Name**.
3. Enter your **Password**.
4. Click **Sign In**.

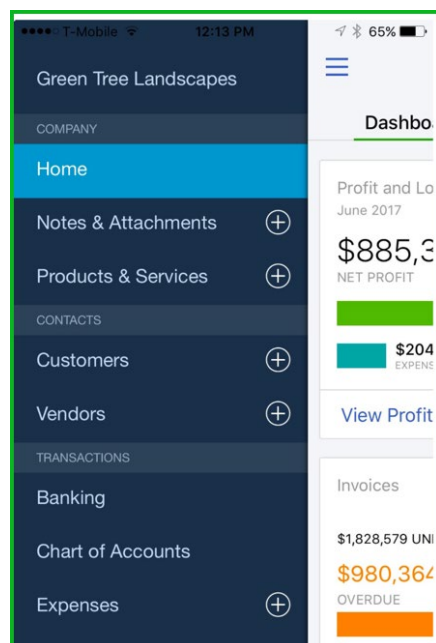


NAVIGATING QUICKBOOKS MOBILE

After signing into the QBO mobile app, QuickBooks displays two tabs; a **Dashboard** and **Activity**.



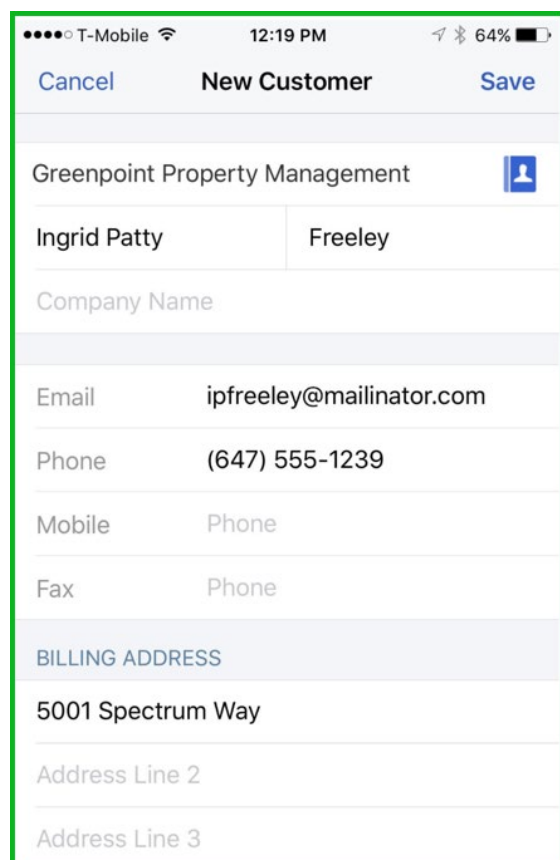
Tap the **Menu** option in the top-left corner of the app.



ADD CUSTOMERS ON MOBILE

To add customers using the QBO App:

1. Tap the **Customers +**
2. Enter the Customer information.
3. Click **Save**.

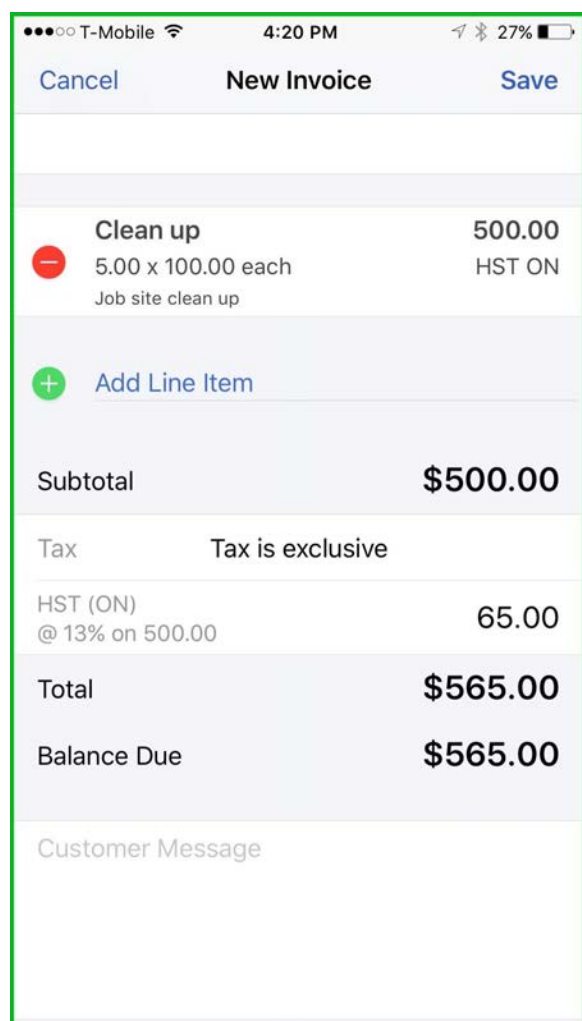


The screenshot shows the 'New Customer' form in the QBO mobile app. The status bar at the top indicates 'T-Mobile', '12:19 PM', and '64%' battery. The form has a header with 'Cancel', 'New Customer', and 'Save' buttons. The customer name is 'Greenpoint Property Management' with a person icon. Below the name, the first and last names 'Ingrid Patty' and 'Freeley' are entered. The 'Company Name' field is empty. The 'Email' field contains 'ipfreeley@mailinator.com'. The 'Phone' field contains '(647) 555-1239'. The 'Mobile' and 'Fax' fields are both empty and labeled 'Phone'. A section titled 'BILLING ADDRESS' contains the address '5001 Spectrum Way'. Below this are three empty fields for 'Address Line 2' and 'Address Line 3'.



New Customer	
Greenpoint Property Management	
Ingrid Patty	Freeley
Company Name	
Email	ipfreeley@mailinator.com
Phone	(647) 555-1239
Mobile	Phone
Fax	Phone
BILLING ADDRESS	
5001 Spectrum Way	
Address Line 2	
Address Line 3	

CREATE INVOICES

1. Tap the **+** symbol.
2. Tap **Invoice**.



Cancel New Invoice Save

	Clean up	500.00
	5.00 x 100.00 each	HST ON
	Job site clean up	
	Add Line Item	
Subtotal		\$500.00
Tax Tax is exclusive		
HST (ON) @ 13% on 500.00		65.00
Total		\$565.00
Balance Due		\$565.00
Customer Message		

3. Tap **Invoice**.
4. Enter the **Inv. #**
5. **Date, Due Date**, and other information
6. Tap **Add Line Item** to items for sale.
7. Choose the **Tax**
8. Click **Save**.
9. Review the completed invoice after you click **Save**.

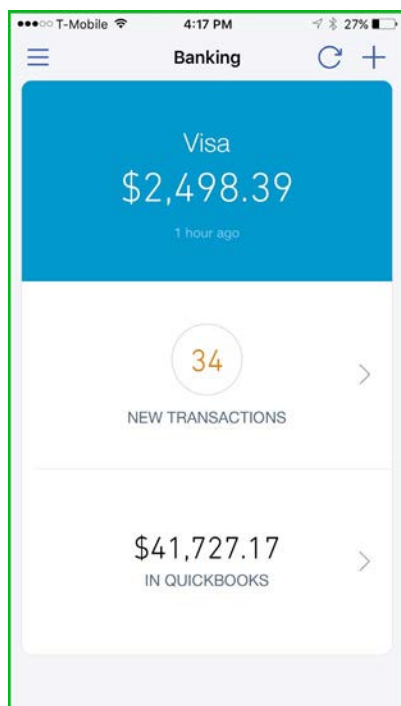
The screenshot shows the QuickBooks mobile app interface for viewing an invoice. At the top, there's a status bar with 'T-Mobile', '4:20 PM', and '27%' battery. Below that, a navigation bar has 'Invoices', 'Invoice', and 'Activity'. A progress bar shows 'Sent', 'Viewed', and 'Paid' stages. The main header is red and contains the invoice number '7760', the customer name 'Alba Fay', and the dates 'Date 1/28/17' and 'Due 2/27/17'. A warning icon indicates 'Overdue 1 day'. A large red box displays the total amount '\$565.00' with a 'Receive Payment' button. The item details section lists 'Clean up' with a quantity of '5.00 x 100.00 each', 'HST ON', and 'Job site clean up'. The subtotal is '500.00'. The tax section shows 'Tax is exclusive' and 'HST (ON) @ 13% on 500.00' for '65.00'. The final total is '\$565.00'. At the bottom, there are icons for search, edit, print, and share.

Invoice	
7760	Date 1/28/17
Alba Fay	Due 2/27/17
Overdue 1 day	
More	
\$565.00	
Receive Payment	
Clean up	500.00
5.00 x 100.00 each	
HST ON	
Job site clean up	
Subtotal	500.00
Tax is exclusive	
HST (ON) @ 13% on 500.00	65.00
Total	\$565.00

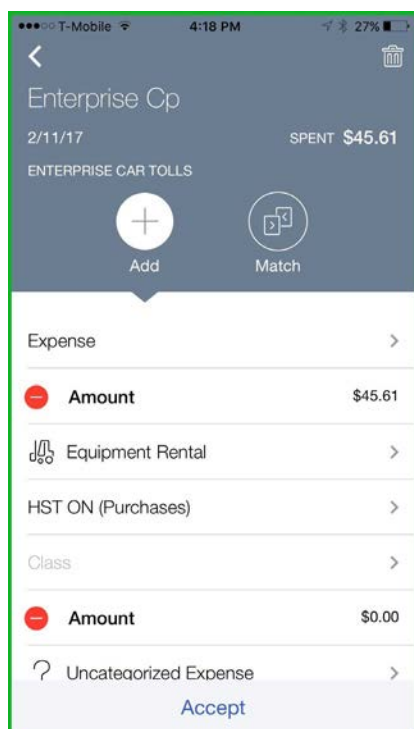
NOTE: The mobile app lets you email invoices directly from your mobile device.

PROCESS BANK TRANSACTIONS ON MOBILE

1. Tap the **Menu** → tap **Banking**.
2. Tap **New Transactions**.



3. Tap a transaction to add information.



CHAPTER 7 CLIENT FILE SETUP

Setting up a new client file can be fast and efficient in QuickBooks Online using the tools provided by QuickBooks Online Accountant. QuickBooks lets you setup the basics and then you can add information as needed based on the client's needs.

OBJECTIVES

After completing this chapter, you should be able to:

- Setup a client file and add team members
- Set wholesale pricing for a client file
- Import list information including chart of accounts
- Edit company settings
- Sales form setup
- User setup

COMPANY SETUP

You can setup *QuickBooks Online* for your client from the *QuickBooks Online Accountant*. In the **QBOA** window, click the **Add Client** button. QBO displays basic information for your company.

1. Enter the **Client contact information**.
2. Click the **Add more info link** to add contact details for the client.

The screenshot shows a web interface titled "Add client" with a close button (X) in the top right corner. Inside the window is a form titled "Client contact information". At the top of the form are two radio buttons: "Business" (selected) and "Individual". Below these are four input fields arranged in two columns. The left column has "Business name *" with the value "Wing Nut Aviation Maintenance" and "Display name as" with the value "Wing Nut Aviation Maintenance". The right column has "Email *" with the value "wingnut@mailinator.com" and "Mobile" with the value "647-555-1299". At the bottom left of the form is a blue link that says "+ Add more info". A red arrow points from this link towards the right.

3. Choose the **QuickBooks subscription** for your client (see next section for details on **Wholesale discount**)

QuickBooks subscription [Compare](#)

☒ Wholesale discount (firm is billed) ☐ Direct discount (client is billed)

EasyStart \$13/mo over 20% off for life of the subscription ¹	\$10/mo
Essentials \$27/mo over 50% off for life of the subscription ¹	\$13/mo
Plus \$40/mo 50% off for life of the subscription ¹	\$20/mo Most Popular
TOTAL \$0/mo	

QUICKBOOKS SUBSCRIPTIONS

As part of the QuickBooks Online Accountant version you have the benefit of offering your client's wholesale pricing. There are two wholesale billing options.

Option #1 Wholesale discount (firm is billed)

In this option your firm will pay for the client's subscription. You'll receive the wholesale pricing discount of 50%. In this option the wholesale pricing details are the following:

- **Discount** – 50% off (**NOTE:** 20% off for **Easy Start**)
- **Duration** – Life of the Subscription
- **Consolidated Billing** – all your clients that are included in your client list under wholesale pricing will display on one consolidated bill per month with one charge to your credit card
- **Unlimited Users** – For your clients where your firm pays, your clients can have unlimited users in their company file (regular company files are limited to 1,3, or 5 users)

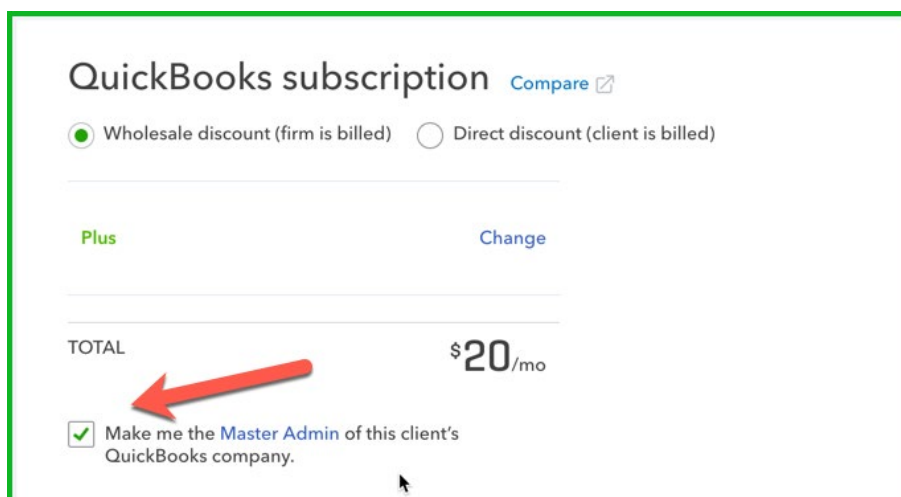
Benefits


- 50% off for the life of the subscription (**NOTE:** 20% off for Easy Start subscriptions)
- Consolidated Bill – one credit card charge and one bill that includes all your clients included under wholesale billing.

Option #2 Direct discount (client is billed)

When you choose this option, your client will pay for their subscription. The client will receive wholesale pricing. In this option the wholesale pricing details are the following:

- **Discount** – 50% off (**NOTE:** 20% off of **Easy Start**)
 - **Duration** – 1 year
4. Choose the subscription for your client. QuickBooks displays the following window. If you'll be the Master Admin of the client's QuickBooks, click **Make me the Master Admin of this client's QuickBooks Company.**



QuickBooks subscription [Compare](#) 

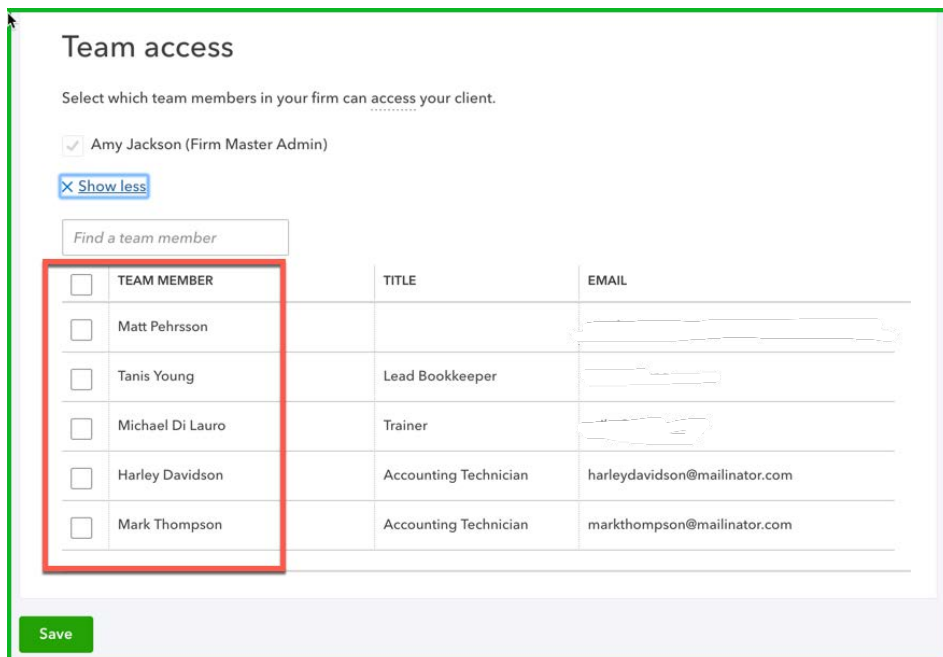
☒ Wholesale discount (firm is billed) ☐ Direct discount (client is billed)

Plus [Change](#)

TOTAL \$20/mo

☒ Make me the [Master Admin](#) of this client's QuickBooks company.

5. Under the **Team Access** section of the client setup, you can select which team members in your firm can access your client.
6. Click **Save**.



Team access

Select which team members in your firm can access your client.

☒ Amy Jackson (Firm Master Admin)

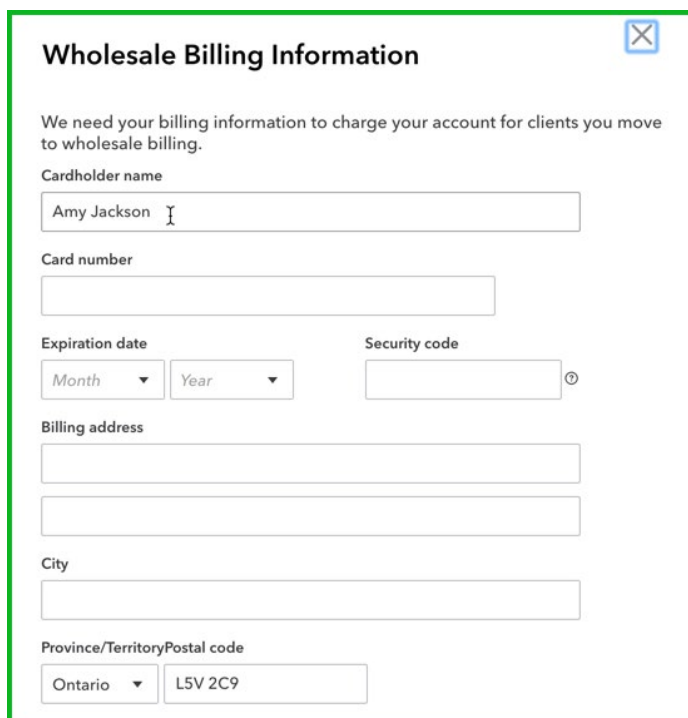
[X Show less](#)

Find a team member

<input type="checkbox"/>	TEAM MEMBER	TITLE	EMAIL
<input type="checkbox"/>	Matt Pehrsson		
<input type="checkbox"/>	Tanis Young	Lead Bookkeeper	
<input type="checkbox"/>	Michael Di Lauro	Trainer	
<input type="checkbox"/>	Harley Davidson	Accounting Technician	harleydavidson@mailinator.com
<input type="checkbox"/>	Mark Thompson	Accounting Technician	markthompson@mailinator.com

Save

7. Enter the **Wholesale Billing Information** if required.



Wholesale Billing Information

We need your billing information to charge your account for clients you move to wholesale billing.

Cardholder name

Amy Jackson

Card number

Expiration date

Month Year

Security code

Billing address

City

Province/TerritoryPostal code

Ontario L5V 2C9

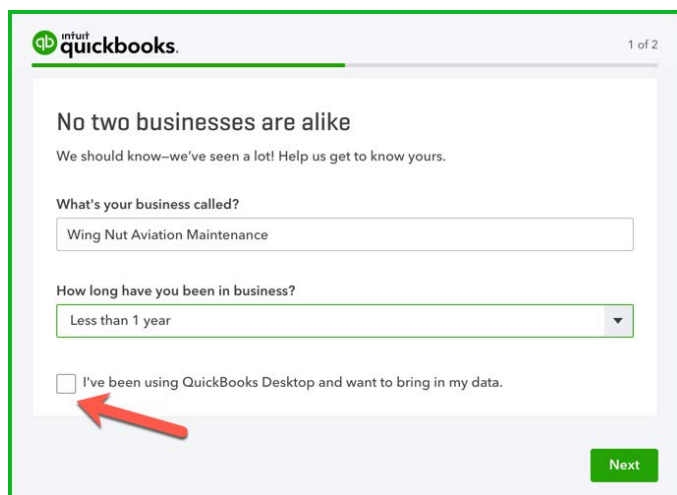
COMPANY SETUP

Following the basic setup, open the client file in QuickBooks Online Accountant.

Answer the remaining setup questions.

1. **What's your business called?**
2. **How long have you been in business?**
3. Click **Next**.

NOTE: If you're converting a client from QuickBooks Desktop you'll select **I've been using QuickBooks Desktop and want to bring in my data**.



qb intuit quickbooks. 1 of 2

No two businesses are alike

We should know—we've seen a lot! Help us get to know yours.

What's your business called?

Wing Nut Aviation Maintenance

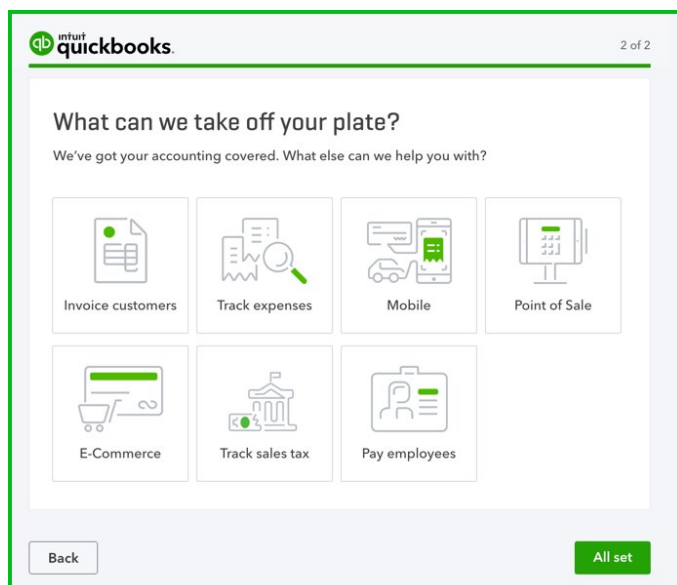
How long have you been in business?

Less than 1 year

☐ I've been using QuickBooks Desktop and want to bring in my data.

Next

4. Choose the options available that apply to your client's business.
5. Click **All set**.



qb intuit quickbooks. 2 of 2

What can we take off your plate?

We've got your accounting covered. What else can we help you with?

Invoice customers

Track expenses

Mobile

Point of Sale

E-Commerce

Track sales tax

Pay employees

Back

All set

6. QuickBooks Online opens the company file to the **Home** page. The items chosen on the previous window now display at the top of the **Home** page. Click any item to complete the task.

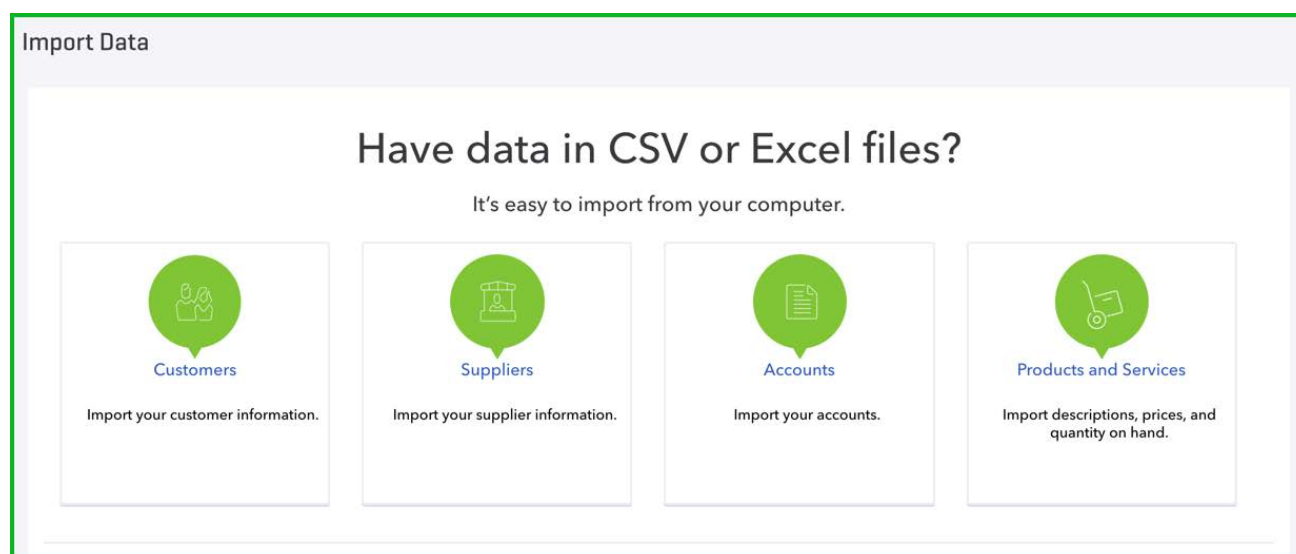
NOTE: It is recommended you setup the client's bank feed from this window. See Chapter 6 for review.

Importing Your Data

If you are currently using QuickBooks desktop or another accounting software program you can import list information into QuickBooks Online from Microsoft Excel.

To import a data file:

1. Go to the **Gear icon**
2. Click **Import Data**.
3. Then choose the type of data you would like to import.



4. Find your data.
5. Click **Next**.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Select a CSV or Excel file to upload

Customer Import List QBO Education.xlsx **Browse**

[Download a sample file](#)

Cancel **Next**

6. Review the data to ensure it is mapping correctly.

Import Customers

1 UPLOAD 2 MAP DATA 3 IMPORT

Map your fields to QuickBooks fields

QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	First Name + Last Name ✓
Company	Company Name ✓
Email	Email ✓
Phone	Phone ✓
Mobile	No Match
Fax	No Match
Website	No Match
Street	Street ✓

Back **Next**

7. Click **Next**.

8. Click Import to complete the import.

Import Customers

1
UPLOAD

2
MAP DATA

3
IMPORT

18 records are ready to be imported

<input checked="" type="checkbox"/>	NAME	COMPANY	EMAIL	PHONE	STREET	CITY	PROVINCE/TERRITORY	POSTAL CODE
<input checked="" type="checkbox"/>	Elizabeth Barker		Contact@ge.ca	647-555-6141	231 Hazy Acres	Toronto	ON.	M4Y 2M1
<input checked="" type="checkbox"/>	Melissa Helms	Sherwood Park Comm	contact@intuit.com	647-555-9020	331 Harvest Arbor	Mississauga	ON.	L4N 9M1
<input checked="" type="checkbox"/>	Gerald Lupo	Hewitt & Packer Office	contact@hp.com	647-555-5895	431 Green Avenue	Markham	ON.	L6H 3K1
<input checked="" type="checkbox"/>	Jeremy White	Main Steet Shopping I	contact@nike.com	647-555-6141	531 Grand Bank	Toronto	ON.	M4Y 2M2
<input checked="" type="checkbox"/>	Dennis Bergen		contact@jhp.com	647-555-9998	631 Golden Bend	Mississauga	ON.	L4N 9M2
<input checked="" type="checkbox"/>	Kathy Funderburk	Sheraton Cavalier Mar	contact@sheraton.ca	647-555-2040	731 Gentle Canyon	Markham	ON.	L6H 3K2

Back

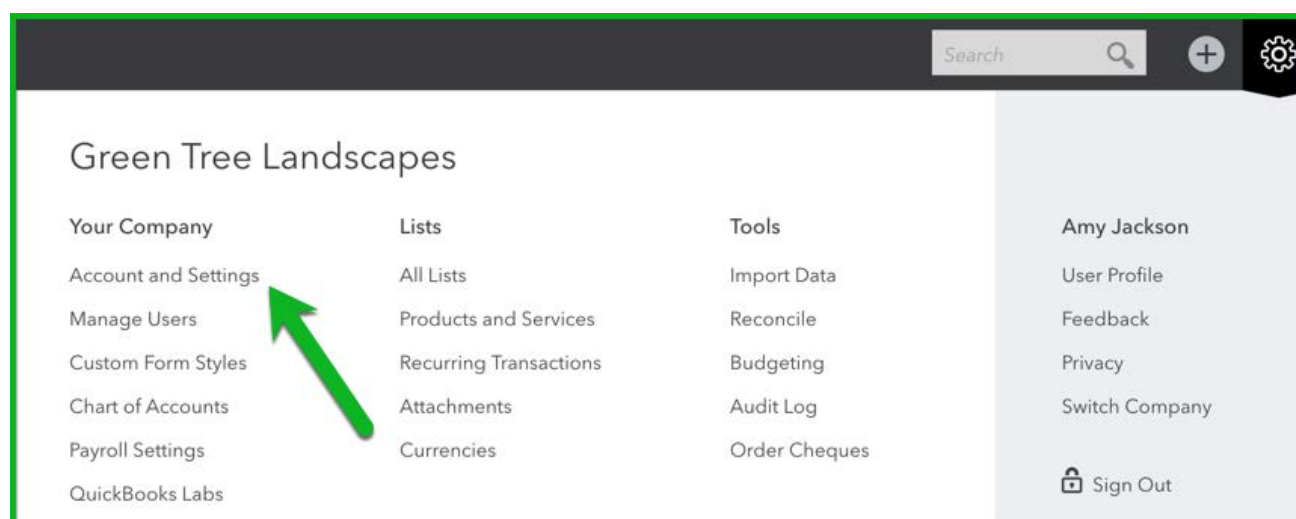
Import

Company Settings

In QuickBooks Online, there are settings that let you customize QuickBooks Online to your client's business. You can use these settings for a wide variety of purposes. The settings are where you enable features, disable features, and select options to customize QuickBooks Online around your company needs and your personal working style.

In this section, you'll only learn some of the basic settings needed when you first setup a client in QuickBooks Online.

1. Click the **Gear icon** menu in the top right corner.
2. Click **Account and Settings**.



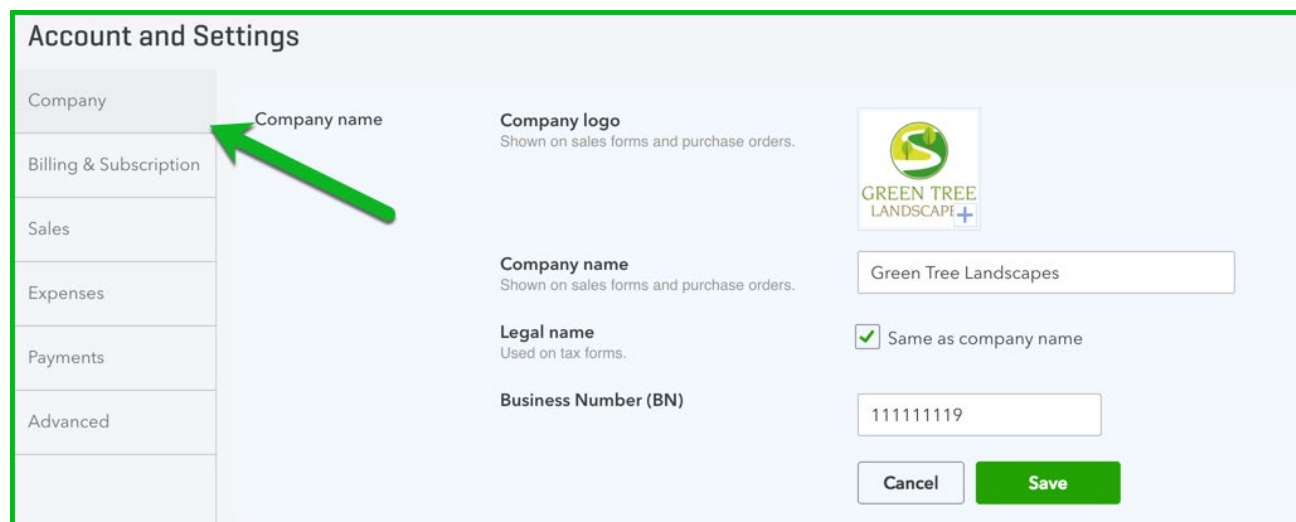
3. The **Account and Settings** window displays for you. There are over 60 settings that can be edited in this window. When you first setup *QuickBooks Online*, it's not necessary to edit every setting. There are several important settings to edit. Other settings can be updated later.

Company Contact Information

The company information section at the top of the window is important. This contains the company contact information. This information will be completed with the information that you entered when you first setup the company file.

If the company contact information changes this is the location where you will update the information.

The contact information is entered in the **Company** Settings. Enter the **Business number** in the appropriate field.



The screenshot shows the 'Account and Settings' window in QuickBooks Online. On the left is a sidebar with a menu containing 'Company', 'Billing & Subscription', 'Sales', 'Expenses', 'Payments', and 'Advanced'. The 'Company' tab is selected. A green arrow points from the 'Company name' label to the 'Company name' input field. The main content area is divided into sections: 'Company logo' (with a logo for 'GREEN TREE LANDSCAPE'), 'Company name' (with the text 'Green Tree Landscapes'), 'Legal name' (with a checked checkbox for 'Same as company name'), and 'Business Number (BN)' (with the number '111111119'). At the bottom right are 'Cancel' and 'Save' buttons.

Update, add or remove information in the **Contact info.** section.

Accounting Information

You can update the Accounting information under the **Advanced** section.

1. Click **Advanced**.
2. Click **Accounting**.
3. To save any changes, click **Save**.

The screenshot shows the 'Account and Settings' interface. On the left, a sidebar lists various settings categories: Company, Billing & Subscription, Sales, Expenses, Payments, and Advanced. The 'Advanced' category is selected, and a green arrow points to it. The main area displays the 'Accounting' settings. These include: 'First month of fiscal year' set to 'January'; 'First month of income tax year' set to 'Same as fiscal year'; 'Accounting method' set to 'Accrual'; a checked box for 'Close the books'; 'Closing date' set to '12/31/2016'; a dropdown for 'Allow changes after viewing a warning and entering password'; 'Password' and 'Confirm Password' fields; and 'Default tax rate selection' set to 'Exclusive of Tax'. At the bottom of the settings area are 'Cancel' and 'Save' buttons.

Set the fiscal year for your client, Closing Date, and other information in this section.

Note: Clients sometimes make mistakes that you want to avoid. QuickBooks Online has a feature called, **Close the Books** to help your clients avoid making these entries.

Close the Books

1. Select the **Close the books** option.
2. Enter the Closing date in the Closing date field. Enter a closing date. In addition to setting a closing date, QuickBooks Online lets you select one of two warning options.
 - a. First, you can choose, **Allow changes after viewing a warning**. This option will warn users that they are about to save a transaction that is dated prior to the closing date. If they choose, they can continue and save the transaction.
 - b. Second, you can choose **Allow changes after viewing a warning and entering password**. This option warns the user that they are about to save a transaction dated prior to the closing date as well as requires the user to enter a password. This is the best practice to ensure that users do not save entries in previous accounting periods.
3. Enter the password again in the **Confirm password** field. Now you know that Big Time Fitness cannot make errors in previous periods.
4. Click **Save**.

Account and Settings

Company

Billing & Subscription

Sales

Expenses

Payments

Advanced

Accounting

First month of fiscal year ? January

First month of income tax year Same as fiscal year

Accounting method ? Accrual

☒ Close the books ? 12/31/2016

Closing date

12/31/2016

Allow changes after viewing a warning and entering password ?

Password

.....

Confirm Password

.....

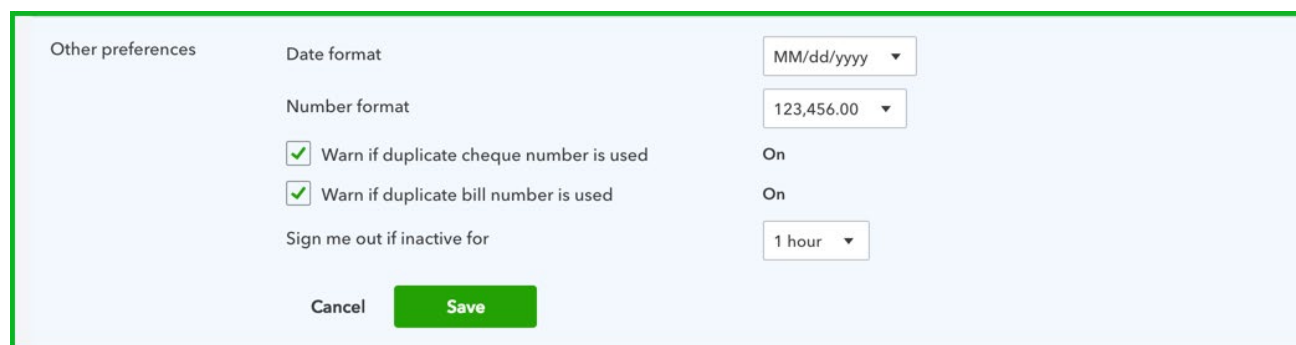
Default tax rate selection ? Exclusive of Tax

Cancel Save

Date, Time & Warning Settings

QuickBooks Online lets you edit the date and time setting within the software.

1. Click **Advanced**.
2. Click **Edit** next to the **Other preferences** settings.
3. Click **Date Format**.
4. Edit the **Date Format** for your client needs.
5. Click **Save**.
6. **Select**
7. Click **Done** to close the Company Settings window.



Other preferences

Date format: MM/dd/yyyy ▼

Number format: 123,456.00 ▼

☒ Warn if duplicate cheque number is used

☒ Warn if duplicate bill number is used

Sign me out if inactive for: 1 hour ▼

On

On

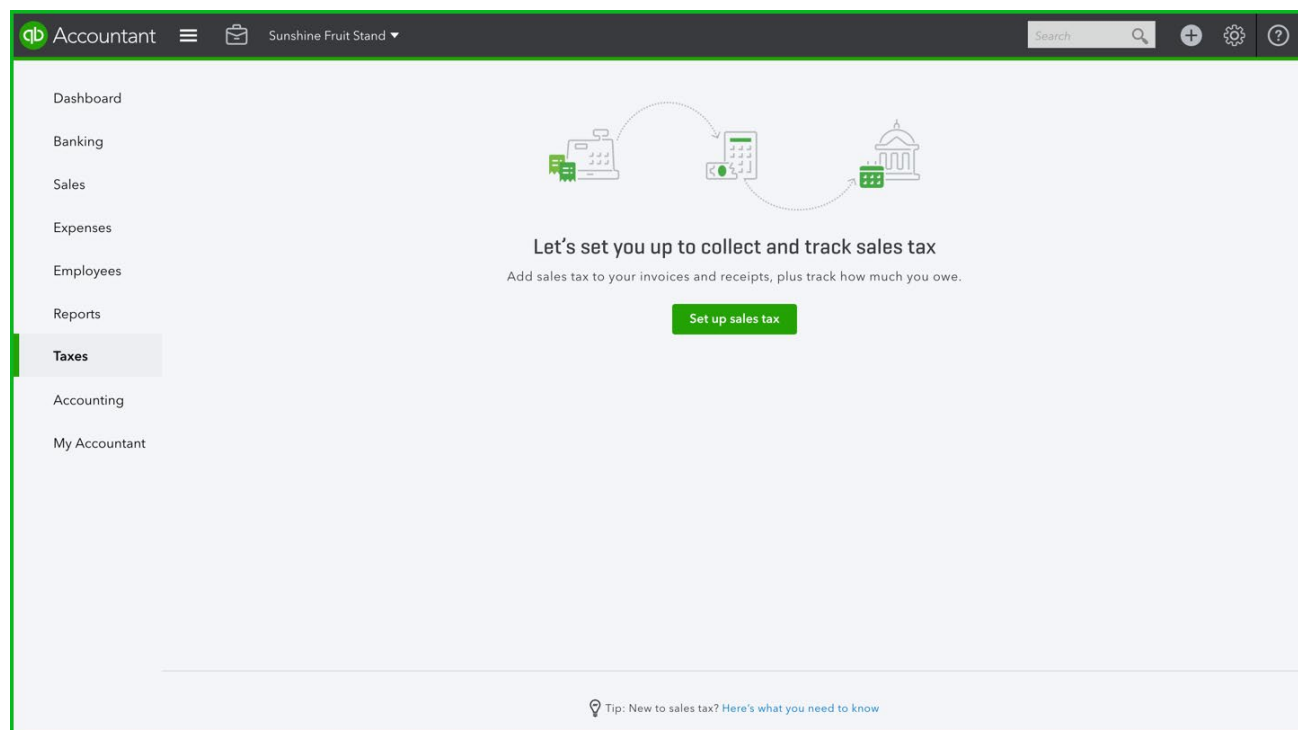
Cancel Save

Basic Sales Tax Setup

Before your clients record any sales or expenses, it's important to make sure that sales tax is setup. QuickBooks knows the location of your client's business based on their company information entered during the setup.

To complete the setup, you must enable the sales tax option. To turn on sales tax:

1. Click **Taxes**.
2. Click **Set up sales tax**.



3. Choose your **Province or Territory**.

A screenshot of a 'Set up sales tax' dialog box. The title 'Set up sales tax' is at the top left, with a close button (X) at the top right. Below the title, the text says 'To get started, tell us where your business is based:'. Underneath, there is a label 'Province or territory' followed by a dropdown menu. The dropdown menu currently shows 'Ontario' and has a downward arrow on the right. Below the dropdown menu is a horizontal line. At the bottom center of the dialog box is a green button labeled 'Save'.

4. Add the appropriate tax information for your client's business.
5. Click **Next**.

Set up sales tax

Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Canada Revenue Agency

Start of current tax period
January

Filing frequency
Quarterly

Reporting method
☒ Accrual
☐ Cash

Business number (BN)

Next

QuickBooks confirms the setup of sales tax.

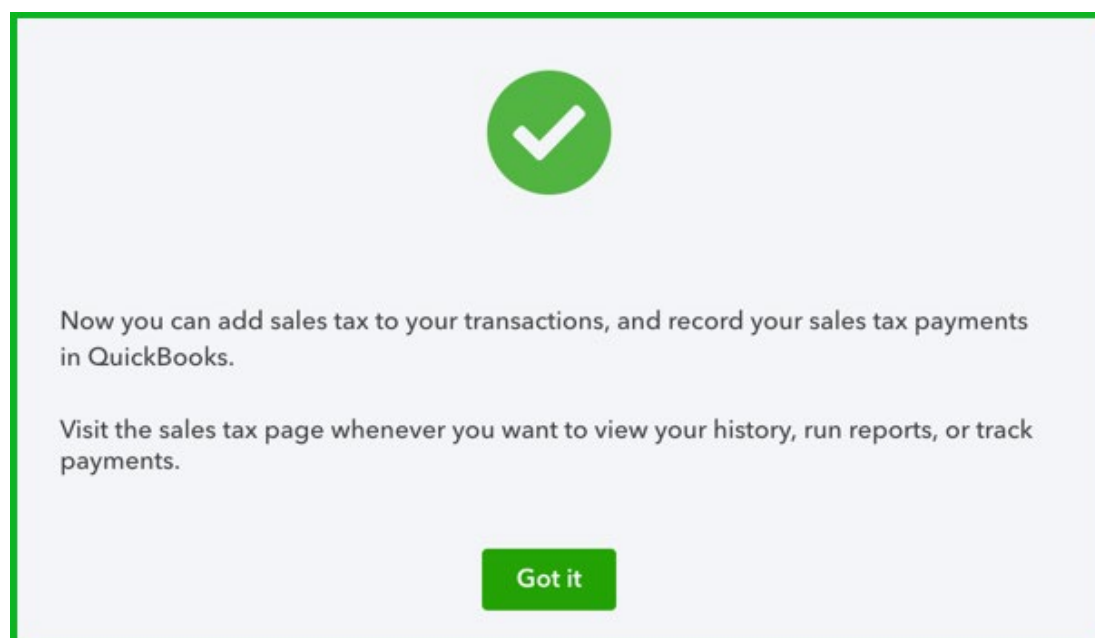


Chart of Accounts

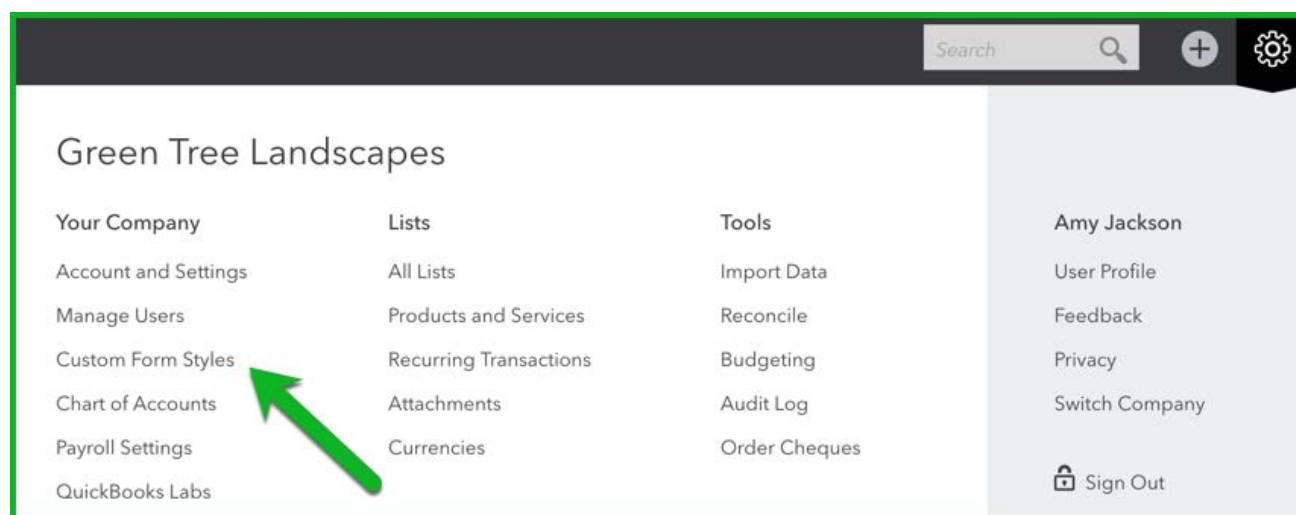
The chart of accounts is a critical part of *QuickBooks Online*. Click the Gear icon to view the Chart of Accounts. Who sets up the client file will determine what type of chart of accounts your clients have. The two different scenarios are the following:

1. **Client sets up QuickBooks Online:** If your clients purchase and setup QBO they will be asked for an industry type and they QBO will setup a chart of accounts for your client. This is convenient for your client because they will have sufficient information to get started. However, if you want to standardize the chart of accounts for all your clients, you will have some work to do.
2. **ProAdvisor sets up QuickBooks Online:** If you setup you client files from the QuickBooks Online Accountant version QuickBooks will provide you with a minimal chart of accounts. This lets you import or add a standard chart of accounts.

Customize invoices

To customize invoice templates:

1. Click the **Gear** icon.
2. Click **Custom Form styles**.



3. Click **New Style**. d **Invoice, Estimate or Sales Receipt**

Custom form styles

All lists

New style ▼

Invoice
Estimate
Sales receipt

NAME	FORM TYPE	LAST EDITED	
TEST	Invoice	07/10/2017	Edit
Sales Invoice #1	Invoice	04/12/2017	Edit ▼
Estimate Template	Estimate	04/02/2017	Edit ▼
Template #2	Invoice	03/08/2017	Edit ▼
Standard	Master	11/22/2016	Edit ▼

4. There are 2 main elements that you can edit in the customization of forms. They are the **Design** of the form and the **Content** the form will contain.

Create invoices that turn heads and open wallets

Design | Content | Emails | Payments

Everything saves automatically.

Invoice #4

Change up the template

Make logo edits

Try other colours

Get choosy with your font

When in doubt, print it out

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew_peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

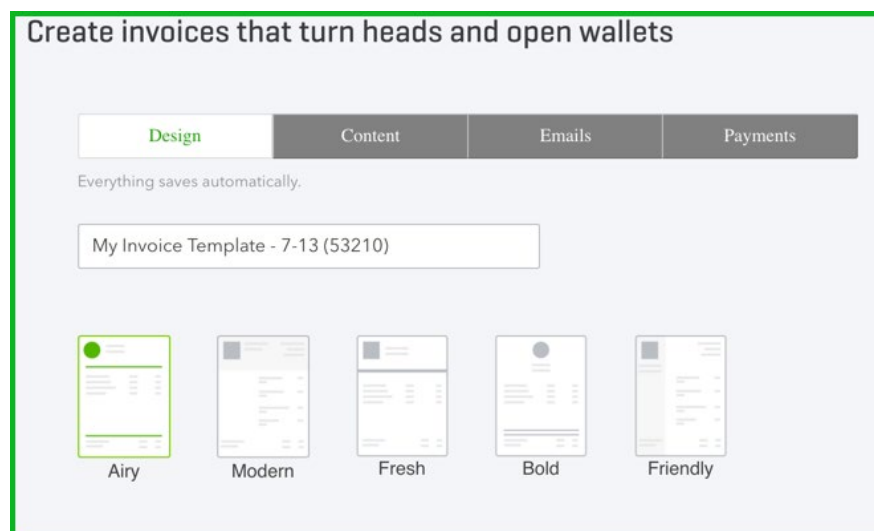
SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

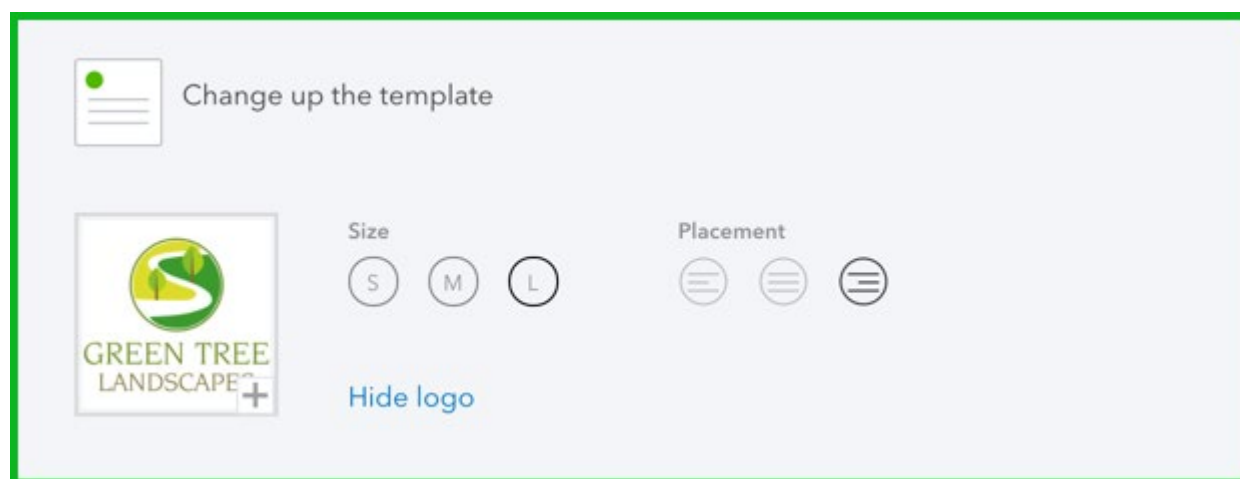
RATE	TAX	NET
HST @ 10.0%	90.00	450.00

[Preview PDF](#) [Done](#)

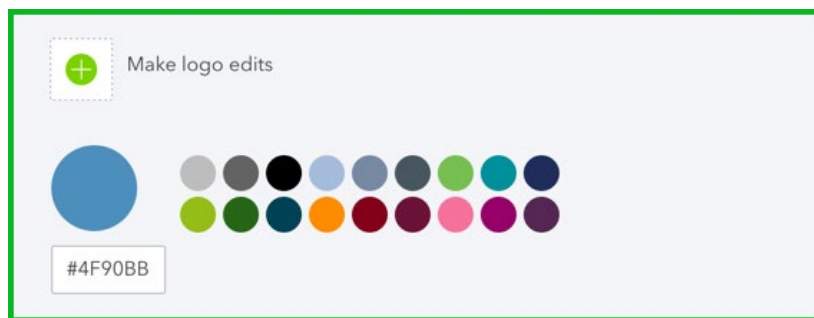
5. Click **Design** to customize the appearance of the form. From this window, you can do the following:
 - Change the template. Click **Change up the Template**, and then choose from one of the 5 template options.



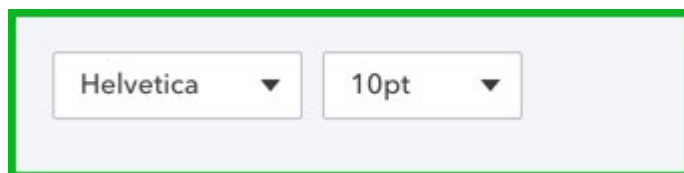
- Click **Make Logo Edits**. Add or remove the logo, resize the logo and place it on the form, from this section.



- Click **Try Other Colours**. Choose from the color palette available or enter your own.



- Click **Get Choosy with your Font**. Select a font that works for your form.



- Click **When in Doubt Print it out** to edit the margins.

A screenshot of the 'Page margins' section. It has four input fields for 'Top' (0.5"), 'Left' (0"), 'Bottom' (0.5"), and 'Right' (0"). To the right of these fields is a 'Reset' link. Below the fields are two checkboxes: 'Fit printed form with paystub in window envelope' and 'Use letterhead paper'.

6. Click **Content** to customize the body of the form.

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Click the pencils on the right to edit each section.

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/03/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00

Preview PDF Done

7. Click one of the three sections on the form template to the right. Click the Header, Body, or Footer to edit each section.

8. Click Header to edit the following:

- **Business name, phone, email,** and other contact information.
- Enter the Form name and choose Form Number options.
- Add or remove fields to display under the Display options.

Create invoices that turn heads and open wallets

Design Content Emails Payments

Everything saves automatically.

Header

☒ Business name
Green Tree Landscapes

☐ Phone
Phone No

☒ Email
matthew.peterson+1011@realworldtraining.com

☐ Business number
111111119

[+ Address](#)

[+ Website](#)

Form

☒ Form names
Invoice Invoice

☒ Form numbers

☒ Use custom transaction numbers

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00

Preview PDF Done

9. Click the Table section to edit the body portion of the template.

Create invoices that turn heads and open wallets

Design Content Emails Payments

Table

Account summary

☐ Show on invoice

Activity table

COLUMNS

☐ Date

☒ Description
☐ Include Quantity and Rate

☒ Product/Service
☒ Include description here
☒ Category

☒ Quantity

☒ Rate

☒ Tax

☒ Amount

☐ SKU

[EDIT LABELS AND WIDTHS](#)

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew.peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Preview PDF Done

Add or remove columns from the body of the template. Reorder the columns by dragging the icon to the left of the field up or down.

Click **Edit Labels and Widths** to edit how the columns display.

COLUMNS [HIDE LABELS AND WIDTHS](#)

Column	Include	Description	Width
Date	<input type="checkbox"/>	Date	
Description	<input checked="" type="checkbox"/>	Description	
Product/Service	<input checked="" type="checkbox"/>	Description	
Quantity	<input checked="" type="checkbox"/>	Qty	
Rate	<input checked="" type="checkbox"/>	Rate	
Tax	<input checked="" type="checkbox"/>	Tax	
Amount	<input checked="" type="checkbox"/>	Amount	

10. Click the **Footer** portion of the page to edit the footer. Add or remove information from the footer.

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Everything saves automatically.

Footer

Display

- ☒ Discount
- ☒ Deposit
- ☒ Tax summary

Message to customer on

Invoices

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

Add payment details and footer

Give your customers some payment detail options for how you'd like to be paid (email for e-money transfer; bank account number for bank transfers)

8pt

Centred

INVOICE

Green Tree Landscapes
8100 Spectrum Way
Mission Viejo, CA 92690
CA
matthew.petersons1011@realestate.com

INVOICE TO
Green Tree Landscapes
123 Main Street
City, CA 91101
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2018
DUE DATE 12/02/2018
TERMS NET 30

DESCRIPTION	QTY	RATE	TAX	AMOUNT
Item name	2	225.00	HST @ 10.0%	450.00
Description of the item				
Item name	1	225.00	GST @ 5.0%	225.00
Description of the item				

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL 675.00
DISCOUNT 2% -13.50
HST @ 10.0% 112.50
GST @ 5.0% 10.00
DEPOSIT 10.00
TOTAL \$893.00
BALANCE DUE \$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Preview PDF Done

11. Click **Done** to complete the setup of the form.

Setup Users

You can add users for your client and assign them limited permissions within QuickBooks. There are 4 types of users:

- Regular or custom user
- Company Administrator
- Reports only
- Time Tracking only

To add a user:

1. Click the **Gear Icon** → click **Manage Users**.
2. Click **New**.

The screenshot shows two sections of the QuickBooks Online interface. The top section, titled "Manage Users", contains a table with columns: Contact Name, Email Address, Access Rights, Billable User?, and Status. A single user, Amy Jackson, is listed with email matthew.peterson@realworldtraining.com, Master Admin access rights, and an Active status. Below the table are buttons for New, Edit, Delete, and Activity. The bottom section, titled "Accounting Firms", includes a brief instruction and a table with columns: Contact Name, Email Address, and Status. The same user, Amy Jackson, is listed with an Active status. Below this table are buttons for Invite Accountant, Edit, and Delete.

Contact Name	Email Address	Access Rights	Billable User?	Status
Amy Jackson	matthew.peterson@realworldtraining.com	Master Admin	No	Active

[New](#) [Edit](#) [Delete](#) [Activity](#)

Contact Name	Email Address	Status
Amy Jackson	matthew.peterson@realworldtraining.com	Active

[Invite Accountant](#) [Edit](#) [Delete](#)

3. Choose a type of user → Next.

The screenshot shows the "Choose user type" dialog box. It has a title bar with "Choose user type" and "Page 1 of 7". The main content area says "Choose a type of user." and lists four options with radio buttons: "Regular or custom user" (selected), "Company administrator", "Reports only", and "Time Tracking only". Each option has a brief description. At the bottom, there are buttons for "Cancel", "< Back", and "Next >". A "Privacy" link is also visible at the bottom center.

Choose user type Page 1 of 7

Choose a type of user.

☒ **Regular or custom user**
You specify which areas of QuickBooks Online Plus this user can access.

☐ **Company administrator**
Company administrators have all access rights within QuickBooks Online Plus. They also have all access rights for every other service your company subscribes to.

☐ **Reports only**
This type of user signs in to a special version of QuickBooks Online Plus that shows reports only. A Reports only user can access virtually all reports, except those listing contact information of customers, suppliers, or employees. This user does not count toward your current user limit.

☐ **Time Tracking only**
This type of user signs in to a special version of QuickBooks Online Plus that only has time sheets. A Time Tracking only user can fill out and change his or her own time sheets (but not other users' time sheets). This user does not count toward your current user limit.

[Cancel](#) [< Back](#) [Next >](#)

[Privacy](#)

4. Select the **user's access rights** → click **Next**.

Set user's access rights Page 3 of 7

Specify the user's access rights within QuickBooks Online Plus.

To view and set an access right below, click its name.

☐ All
☐ None
☒ Limited

☒ Customers and Sales
☐ Suppliers & Purchases

Customers and Sales Access Rights

- Users with Customers and Sales access can:
 - Enter estimates, invoices, sales receipts, credit memos, and refunds
 - Enter charges and credits
 - Create and delete statements
 - Receive payments from customers
 - Add, edit, and delete customers
 - Add, edit, and delete products and services
 - View customer registers
 - View customer and P&L reports
 - View tax rates and agency settings
 - Use and adjust tax in sales transactions and general journal entries, including manually overriding calculated tax amounts
 - Add, edit, and delete currencies
 - Edit exchange rates

They can't:

- Make bills and purchases billable to customers
- Add, edit, and delete accounts
- View bank registers
- View or modify any payroll data
- Add, edit, and delete quantity on hand
- Run tax reports or view tax history
- Prepare a return, record a tax payment or refund, or the taxes
- Set up new or change existing tax rates, tax method, or agency settings
- Set up multicurrency
- Perform home currency adjustments
- See tax income or expense amounts on Home, Supplier, and Customer pages

Enter user's administrative privileges (optional) (other users' administrative privileges)

Cancel < Back Next >

Privacy

5. Select the **user's administrative rights** → Click **Next**.

Set user's administrative rights Page 5 of 7

Specify the user's administrative rights within QuickBooks Online Plus.

To view and set an administrative right below, click its name.

☐ No
☒ View Manage Users
☐ Add, delete, & modify users

☒ View only
☐ Edit

User management

- Can the user add users, delete users, and change access rights?
 - ☒ No
 - ☐ View Manage Users
- Can the user edit company information in Preferences?
 - ☒ View only
 - ☐ Edit

Subscription & billing

- Can the user subscribe to new services, unsubscribe from services, and change how you're billed for QuickBooks Online Plus?
 - ☒ No
 - ☐ View subscription information
 - ☐ Manage subscriptions and billing

Cancel < Back Next >

Privacy

6. Enter the **Email address of the user to add** → Click **Next** → Click **Finish** to send the invitation to the user to complete the setup.

Enter user's email address Page 6 of 7

Enter the email address of the user to add.

Email address of user to add

Confirm email

Name (Optional)

First MI Last

The user will be sent an email that contains a link for signing into your company.

The user will be asked to create a user ID before signing in the first time, unless they already have an account with Intuit.

Until the user signs in, their status on the Manage Users page is "Invited." After accepting the invitation, their status changes to "Active."

Cancel < Back Next >

Privacy

CHAPTER 8 – REPORTS IN QUICKBOOKS

There are many preset reports in QuickBooks Online that provide information for your client. They are listed in the Reports page on the navigation bar. Click the navigation bar to view what reports are available.

OBJECTIVES

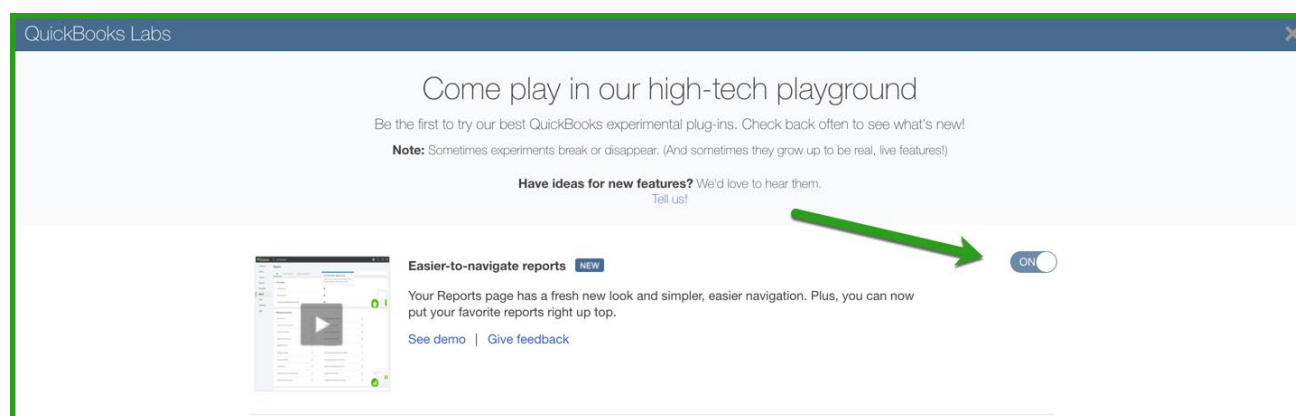
After completing this chapter, you should be able to:

- Create default reports for your client
- Customize a report using filters, and column customization
- Save reports as .pdf and .xls
- Save customized reports

REPORT CENTRE

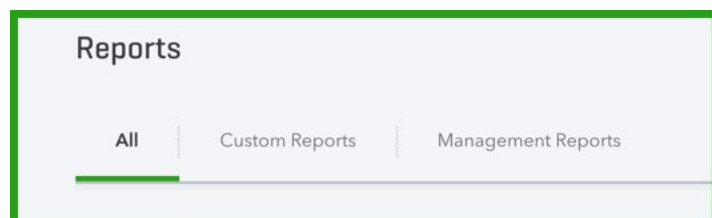
Click the **Reports** link in the navigation bar to open the report centre. The report centre includes several different categories of reports.

Recently QuickBooks updated the look of the Report Centre. If you don't see the information below, you can turn on the New Report Centre by going to the Gear icon > Click QuickBooks Labs and enable **Easier-to-navigate reports**.

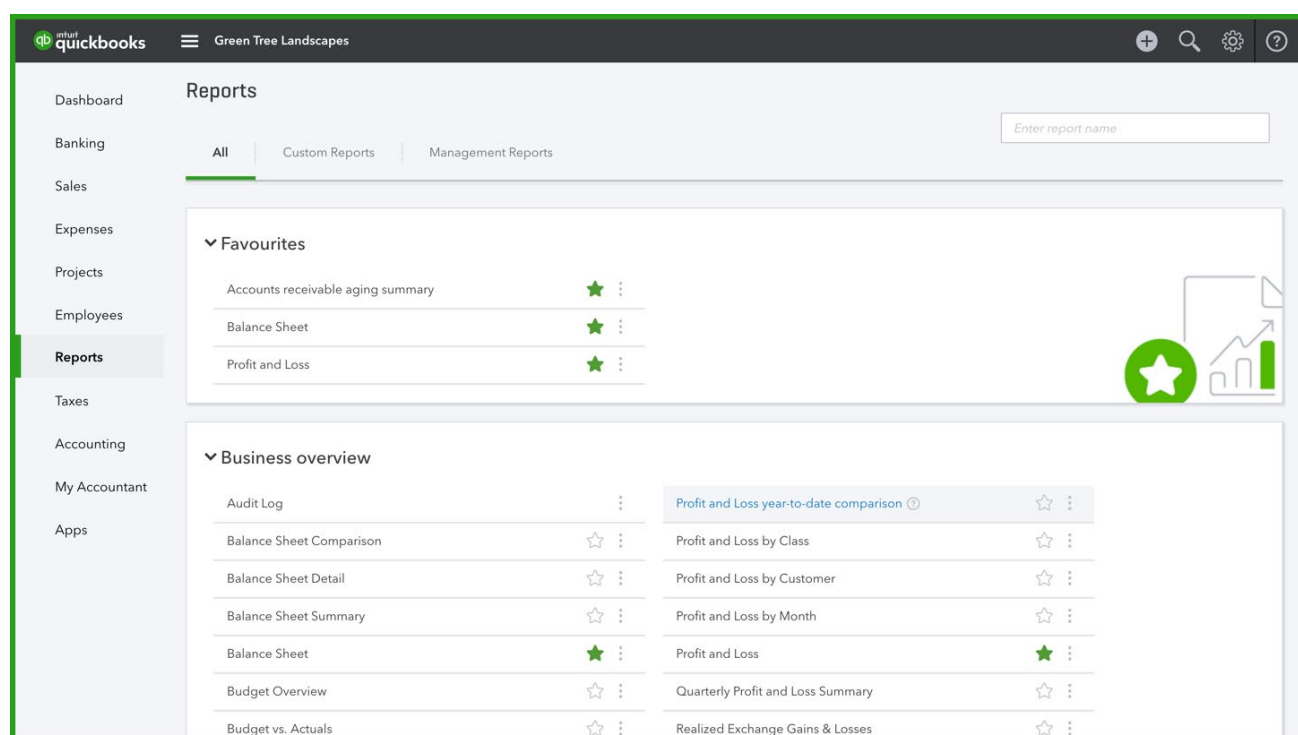


There are three tabs that include different reports available to you. They are:

- **All** – this is a list of all reports. The reports will be broken down into several different types of additional categories
- **Custom Reports** – a list of all saved customized reports
- **Management Reports** – groups of reports available to you to present more professional looking reports to your client



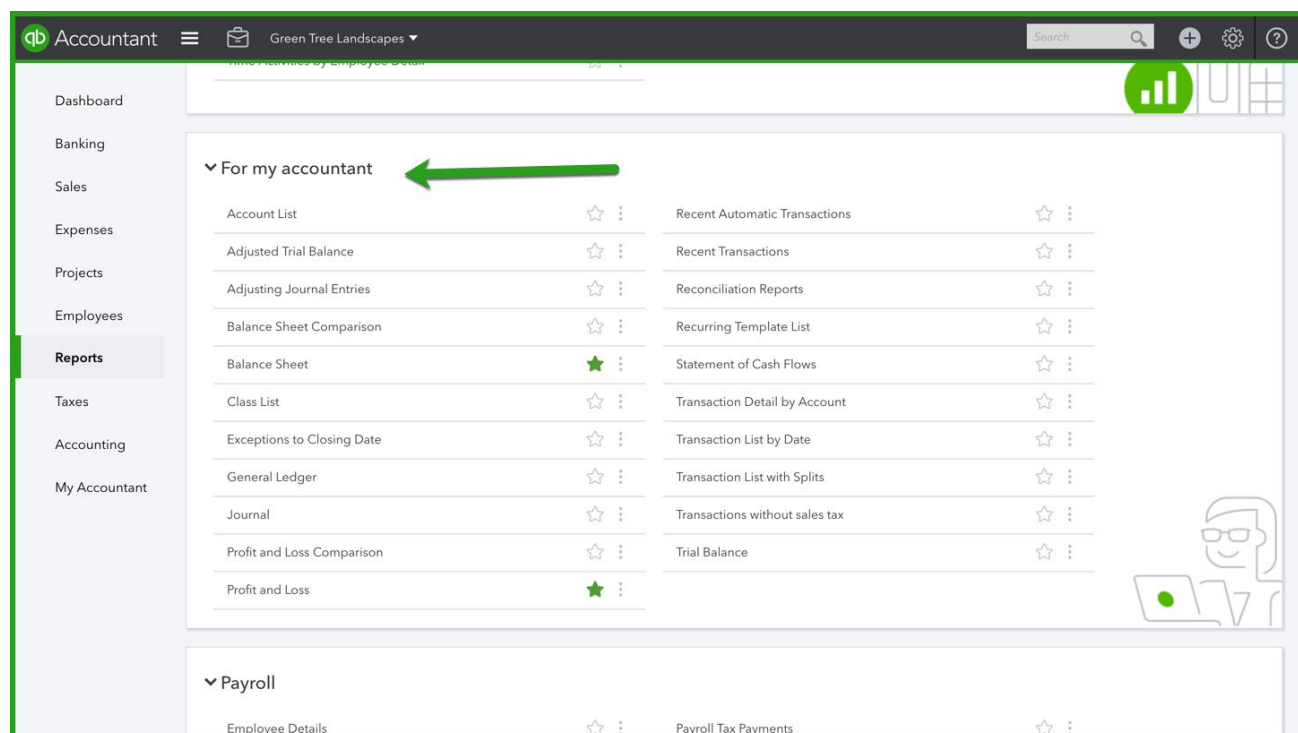
Scroll down in the All section to view the report categories and the reports listed in each category.



To view Accountant reports:

1. Scroll down to view For My Accountant.

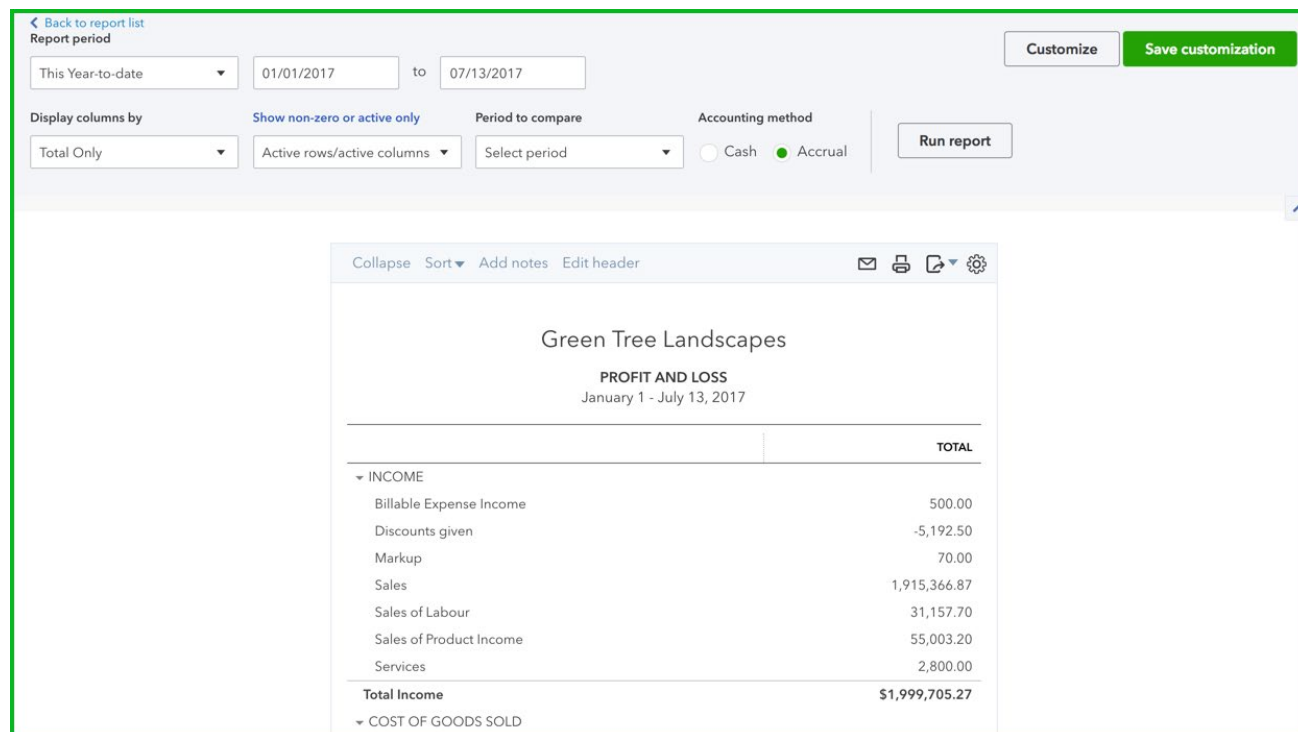
Click any category of reports in the **For My Accountant Reports** section.



Profit & Loss Report

This report is also called an income statement. It summarizes your income and expenses for each income or expense account on your chart of accounts, so you can tell if you're operating at a profit or a loss. To create a profit and loss report:

1. On the **Reports** centre, scroll to **Business Overview**, click **Profit & Loss**.



The screenshot shows the QuickBooks Online interface for generating a Profit & Loss Report. The report is titled 'Green Tree Landscapes' and is for the period 'January 1 - July 13, 2017'. The report is displayed in a table format with columns for 'TOTAL'.

	TOTAL
INCOME	
Billable Expense Income	500.00
Discounts given	-5,192.50
Markup	70.00
Sales	1,915,366.87
Sales of Labour	31,157.70
Sales of Product Income	55,003.20
Services	2,800.00
Total Income	\$1,999,705.27
COST OF GOODS SOLD	

Balance Sheet Report

To create a Balance Sheet report:

1. In **Business Overview** section, click **Balance Sheet**.

Back to report list

Report period: This Year-to-date, 01/01/2017 to 07/13/2017

Customize Save customization

Display columns by: Total Only

Show non-zero or active only: Active rows/active columns

Period to compare: Select period

Accounting method: ☐ Cash ☒ Accrual

Run report

Collapse Sort Add notes Edit header

Green Tree Landscapes

BALANCE SHEET
As of July 13, 2017

	TOTAL
ASSETS	
Current Assets	
Daily Sales Clearing	3,000.00
HOLDBACK TEST	800.00
Inventory Asset	90,083.97
Undeposited Funds	302,422.07
Cash and cash equivalents	
BMO Chequing	458,520.52
BMO Chequing 4578	-4,723.94

CUSTOMIZING REPORTS

To change the view on any report:

1. On any report, click **Customize**.
2. Edit the report using the two menu options on the report. You can sort the information add notes and edit the header of the report.
3. Click the right-side menu option to save the report or to send it to excel. Click the **Gear** icon to customize the columns.

The screenshot shows the QuickBooks Online report customization interface. At the top, there is a navigation bar with a link to 'Back to report list'. Below this, the 'Report period' is set to 'All Dates'. A 'Customize' button and a 'Save customization' button are visible. The 'Rows/columns' section is highlighted with a red box, showing a 'Group by' dropdown set to 'None'. A 'Run report' button is also present. Below the report controls, a menu bar contains 'Sort', 'Add notes', and 'Edit header', with 'Sort' highlighted by a red box. To the right of the menu bar, a toolbar with icons for email, print, share, and settings (gear icon) is highlighted with a red box. The main report area displays a table titled 'Green Tree Landscapes' with the subtitle 'TRANSACTION LIST BY DATE' and 'All Dates'. The table has six columns: DATE, TRANSACTION TYPE, NAME, MEMO/DESCRIPTION, ACCOUNT, and AMOUNT. The data shows several transactions from Amazon and Rogers, all recorded as bills to Accounts Payable.

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/28/2016	Bill	Amazon	Hubdoc - 10638499	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
05/23/2016	Bill	Rogers	Hubdoc - 10459617	Accounts Payable (A/P)	133.28
05/23/2016	Bill	Rogers	Hubdoc - 10459617 - INV678	Accounts Payable (A/P)	133.28

4. Click **Customize** continue to customize the report. You can customize the report by changing the following:

- **Report period**
- **Number format**
- **Rows/Columns**
 - Select columns to add or remove
 - Drag and drop the columns to reorder

Customize report

▼ General

Report period

All Dates ▼

Number format

☐ Divide by 1000

☐ Without cents

Negative numbers

-100 ▼

☐ Show in red

▼ Rows/Columns

Select and reorder columns

Reset to default

☰ ☒ Date

☰ ☒ Transaction Type

☰ ☒ Name

☰ ☒ Memo/Description

☰ ☒ Account

☰ ☒ Amount

☐ Print ☐ Add to favorites

Run report

5. Click **Filter**.
 - Select **Filter** → Choose more details
6. Click **Header/Footer** to edit the report information.
7. Click **Run Report**.

Customize report

▼ General

Report period

All Dates ▼

Number format

☐ Divide by 1000

☐ Without cents

Negative numbers

-100 ▼

☐ Show in red

► Rows/Columns

▼ Filter

☒ Transaction Type Invoice ▼

☐ Account All ▼

☐ Name All ▼

☐ Location All ▼

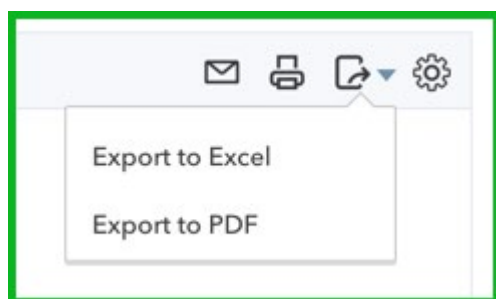
☐ Payment Method All ▼

Run report

SENDING REPORTS TO EXCEL

QuickBooks is a powerful reporting tool. To further analyze you may want to use Excel to do further financial analysis. QuickBooks helps you get started by exporting reports to excel with one click exports. QuickBooks maintains the formulas and formatting after sending the report to Excel. To export a report to Excel:

1. Go to **Reports** and run a report.
2. On the report...click the Export report icon.



3. QuickBooks saves the report and downloads it to your computer. Click the report to open.

Cut

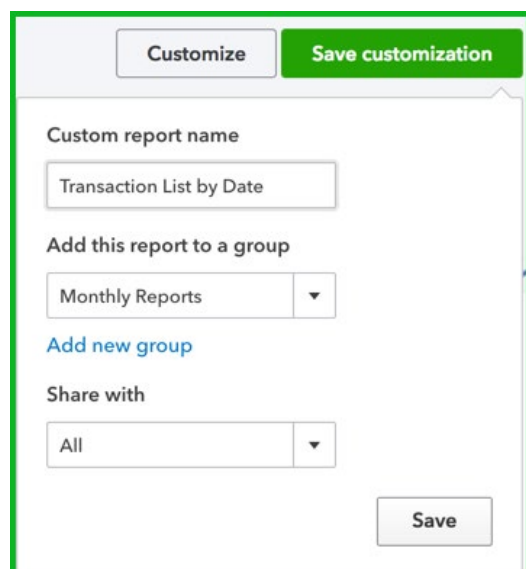
Copy

Format Painter

AUTOMATED REPORTS

Using QuickBooks Online, you can have reports automatically sent by email to yourself and others at regular times (e.g. 1st of the month).

Any customized reports can be saved as part of a **Report Group**.



Customize Save customization

Custom report name

Transaction List by Date

Add this report to a group

Monthly Reports

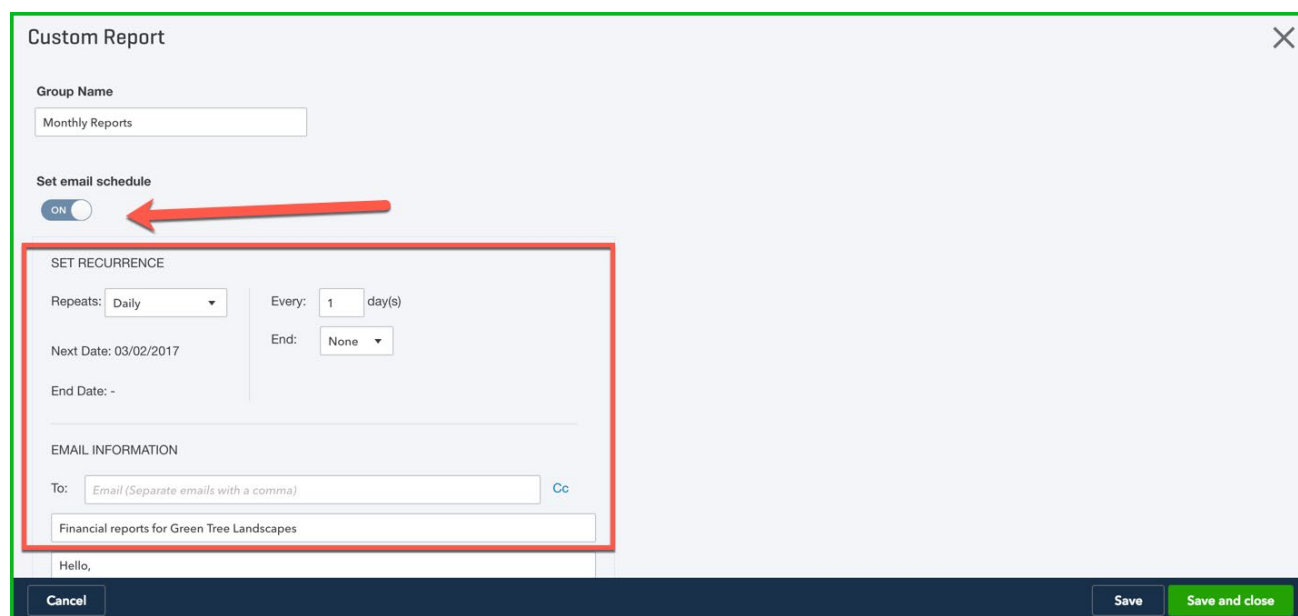
Add new group

Share with

All

Save

1. In **My Custom Reports**, click Edit to edit the Report Group Settings.
2. Click **Set email schedule**.
3. Edit the email schedule for your client.



Custom Report

Group Name

Monthly Reports

Set email schedule

ON

SET RECURRENCE

Repeats: Daily

Every: 1 day(s)

Next Date: 03/02/2017

End: None

End Date: -

EMAIL INFORMATION

To: Financial reports for Green Tree Landscapes

Cancel Save Save and close

CONCLUSION

To take the QuickBooks Online Certification exam, login to your QuickBooks Online Accountant account and then click the **ProAdvisor** tab. Click the **Certification** tab and click **Take exam**.

You can take additional training classes online or in classrooms across Canada. You can view all upcoming training classes in the Certification tab.

ADDITIONAL RESOURCES

Intuit Sales Team

Contact Sales at: **1-800-452-9970**

Resources for Accounting Professionals

Intuit Canada website

<https://quickbooks.intuit.ca>

Find-an-Accountant

Find a trusted network of experts and ProAdvisors who can help with your QuickBooks setup, bookkeeping and tax planning

<http://proadvisor.intuit.com/search/index-standalone.html?v3®ion=ca#/landing>

QuickBooks Online Training for Accountants and Bookkeepers

Current QuickBooks Online training schedules are included on this website, along with short videos, QuickBooks Online Certification training recordings, and resources for small businesses

<http://proadvisor.intuit.ca/cloud-accounting/accounting-resources/training.jsp>

QuickBooks Learn & Support

Search for resources which includes support articles, videos and tutorials that address the top FAQ's for QuickBooks Online, QuickBooks Desktop and T2 Corporate Tax

https://community.intuit.com/products/quickbooks-help-en-ca?_cr=3

Resources for Small Businesses

QuickBooks Small Business Centre

Small Business resource for Accountants and Bookkeepers that features topic like tax, working in the Cloud, Apps for your business and business growth strategies

<http://quickbooks.intuit.ca/r/>

QuickBooks Tutorials

Short videos with step-by-step instructions to learn how to use QuickBooks

<http://quickbooks.intuit.ca/tutorials/>

QuickBooks Webinars

Live online sessions that will help you get started on the features and functions of QuickBooks

<http://quickbooks.intuit.ca/tutorials/webinars/>

PAYMENTS, PAYROLL AND APPS

Payments

Get started with QuickBooks Online Payment

<http://quickbooks.intuit.ca/payments/>

Payroll

Features and benefits about Direct Deposit and QuickBooks Online Payroll

<http://quickbooks.intuit.ca/payroll-software/online-payroll-software/>

Apps

Browse and sign-up for Apps that enhance the QuickBooks experience

<https://apps.intuit.com/>

SOCIAL MEDIA

Intuit Accountants News Central

Accountant Blog that features Business and industry trends, newsletters and expert advice, on topic like Apps for your business and business growth strategies

<https://www.firmofthefuture.com/?countrySelect=Canada>

Facebook

Connect with Accountants and Intuit product experts to share insights and have questions answered

<https://www.facebook.com/IntuitQuickBooksCanada/>

Twitter

Have a question? Our Intuit experts are available to help

<https://twitter.com/QuickBooksCA>

YouTube

Videos and discussions

https://www.youtube.com/channel/UCM3hMaFsFdMIPznK_Qg4nlQ/featured

Contact Us

In-product chat also available within the 'ProAdvisor' Support tab

https://help.quickbooks.intuit.com/en_CA/contact