



# QUICKBOOKS® ONLINE ACCOUNTANT

**Welcome Guide**

# Welcome to QuickBooks Online Accountant

We've remade QuickBooks Online Accountant, inspired by input from you, our users. This guide gives you a roadmap to the changes we've made. Let's get started.

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## NAVIGATING

# Get around in QuickBooks Online Accountant

Let's start with some QuickBooks Online Accountant navigation tools:

### 1 Navigation bar

Get to your client list, your firm's books, your ProAdvisor info and more.

### 2 Client QuickBooks menu

Choose a client to go right into their QuickBooks account.

### 3 Create (+) icon

Create a new client, a new QuickBooks Online Accountant user or a new request.

### 4 Green gear icon

Get to Settings, Lists, Tools and Your Company menus—lots to do and explore here!

The screenshot shows the QuickBooks Online Accountant interface. The navigation bar (1) is on the left, the client list (2) is in the center, the create (+) icon (3) is in the top right, and the green gear icon (4) is in the top right corner. The client list table is as follows:

CLIENTS		BOOKKEEPING		PAYROLL		OTHER
Name	Status	For Review	Banking	Status	Items Due	Requests
Aqualung Aquariums-1 647-980-8034	qb Closed 01-11-2...	1 change to closed books 2 more items...	Last download 18-07-2015	qb Setup inco...		
ATS & Property Managemen... 705.791.9974	qb Closed 12-07-2...	3 changes to closed bo...		qb Pay: 29-04-... 12 blocked	1 tax due 15-03-2015	
Crazy Louie's House of Tikis	qb		Last download 03-10-2013	qb Pay: 27-02-... 1 blocked		
Daisy Aqualung Aquariums ... +1 7805553456	qb	711 unaccepted transa... 1 cheque without payee	Download Failed 23-02-2016	qb Pay: 05-02-... 1 blocked		

## NAVIGATING

# The Client Dashboard

The Client Dashboard is the jumping-off point for many tasks you do for your clients. You can see important things coming up in your clients' books, payroll and taxes in the Client Dashboard.

1 Click to get details about a client.

2 Click to go to client's books.

3 See bookkeeping activities.

4 Click to go to client's payroll.

5 See payroll activities.

6 Customize your Client Dashboard.

CLIENTS	BOOKKEEPING	PAYROLL	OTHER			
Name	Status	For Review	Banking	Status	Items Due	Requests
Aqualung Aquariums-1 647-980-8034	Closed 01-11-2...	1 change to closed books 2 more items...	Last download 18-07-2015	Setup inco...		
ATS & Property Managemen... 705.791.9974	Closed 12-07-2...	3 changes to closed bo...		Pay: 29-04-... 12 blocked	1 tax due 15-03-2015	
Crazy Louie's House of Tikis	qb		Last download 03-10-2013	Pay: 27-02-... 1 blocked		
Daisy Aqualung Aquariums ... +1 7805553456	qb	711 unaccepted transa... 1 cheque without payee	Download Failed 23-02-2016	Pay: 05-02-... 1 blocked		



### QUICK TIP

From the gray gear icon (number 6), you can add a Tax column to your Client Dashboard, remove Payroll, and make other changes to optimize the Client Dashboard for your practice.

## WORKING WITH CLIENTS

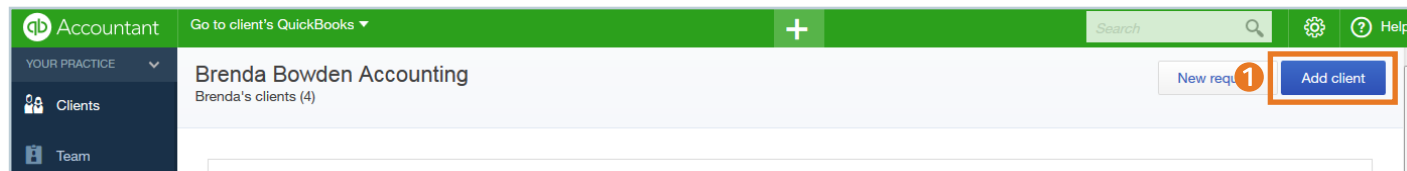
# Add a client

Here's how you add all your clients to QuickBooks Online Accountant:

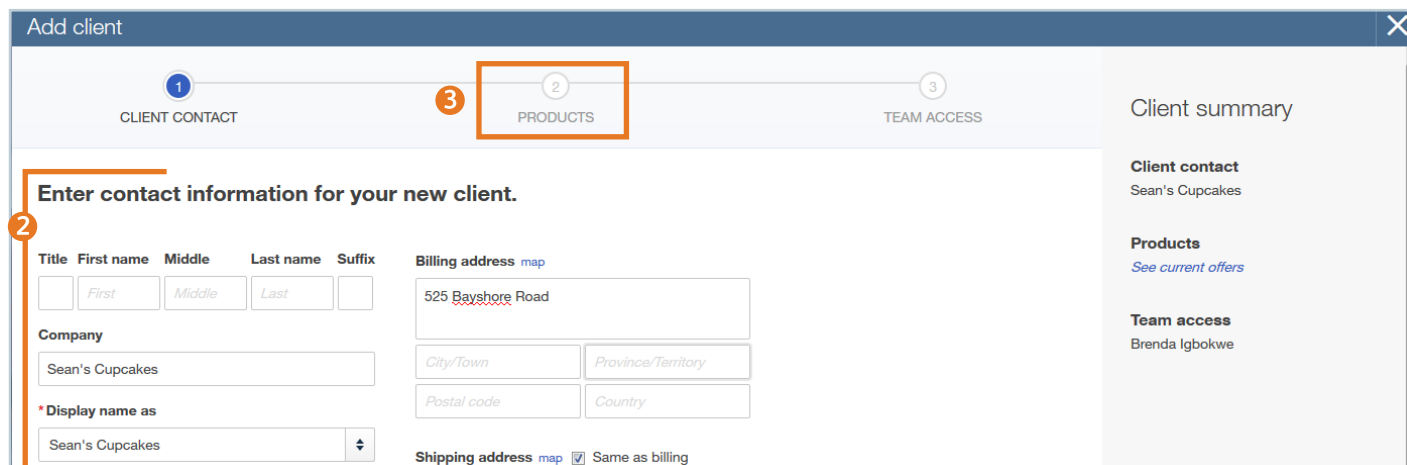
- 1 Click the big blue Add Client button.
- 2 Fill out this client's contact info. If this client doesn't use QuickBooks Online, click Save. You're done.
- 3 Choose a QuickBooks product (with or without Payroll) to subscribe this client to. (Optional)
- 4 Choose wholesale (you get billed) or retail (client gets billed) billing.
- 5 Choose the Master Admin for this client's QuickBooks Online account.
- 6 Click Next.

### QUICK TIP

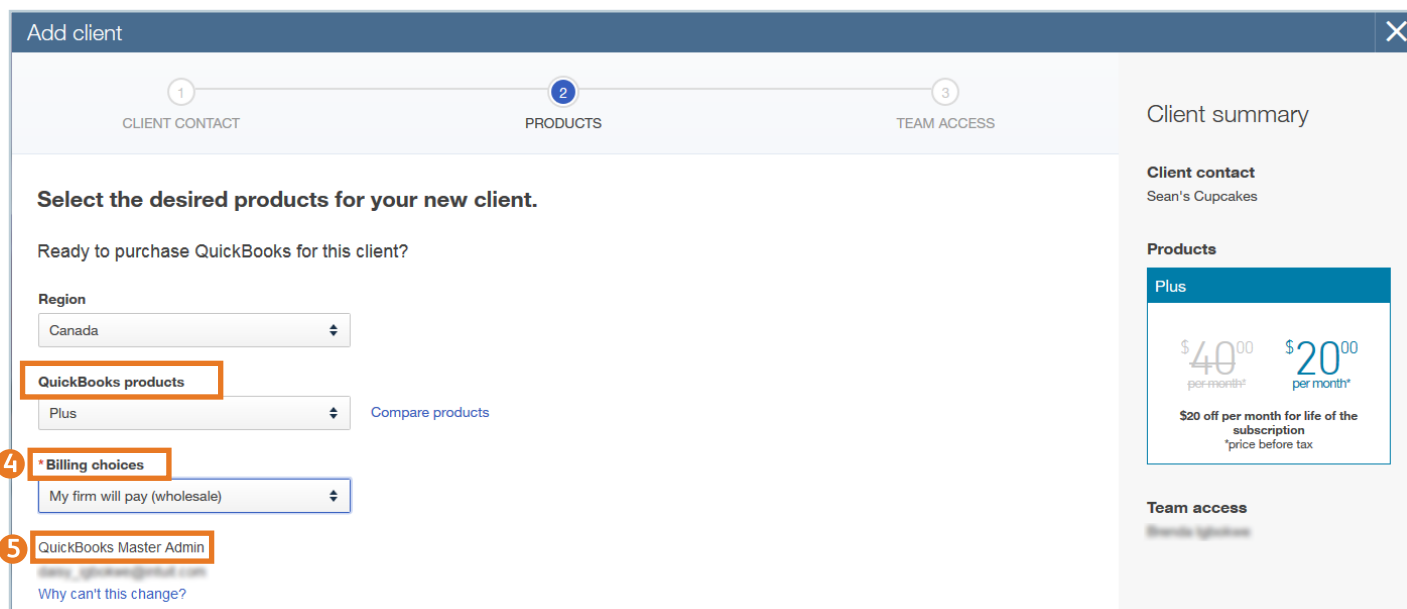
Wholesale billing lets you both make a profit and pass on a never-expiring discount to your clients for QuickBooks Online with or without Payroll.



### QB ACCOUNTANT HOME > ADD CLIENT BUTTON



### ADD CLIENT > FILL OUT CLIENT INFO > CHOOSE QUICKBOOKS PRODUCT



### ADD CLIENT > QUICKBOOKS ONLINE PRODUCTS > CHOOSE BILLING OPTION

## WORKING WITH CLIENTS

# Work in client books

Let's start with some QuickBooks Online Accountant navigation tools:

- 1 Return to QuickBooks Online Accountant home.
- 2 Open the Accountant Toolbox to access some of your most commonly used tools.
- 3 Choose a different client to go directly to their books.
- 4 Create new items in your client's books.

The screenshot shows the QuickBooks Online Accountant interface for a client named "Beautiful Landscaping" on Wednesday, February 18, 2015. The interface is divided into several sections:

- Accountant Navigation (1):** A dark blue sidebar on the left contains navigation options: Home, Customers, Vendors, Employees, Transactions, Reports, Taxes, and App Center.
- Client Selection (2):** The top navigation bar shows the "qb Accountant" logo and the client name "Beautiful Landscaping" with a dropdown arrow.
- Income Summary (3):** A horizontal bar chart displays income metrics for the last 30 days:
  - OPEN INVOICES: \$1,988
  - OVERDUE: \$2,024
  - PAID LAST 30 DAYS: \$0
- Expenses (4):** A donut chart shows expenses totaling \$221 since 30 days ago, broken down into:
  - \$100 Advertising
  - \$66 Commissions & fees
  - \$55 IPN Fees
- Profit and Loss:** A line chart shows net income of \$850, with a previous period of \$1,071.
- Bank Accounts:** A list of connected bank accounts including QB Account, Innovation days, Checking 1, and Amex, with their respective balances and sync status.
- Activities:** A list of recent activities, including an overdue invoice for \$200, a timesheet needing approval, and a reminder to deposit funds.

## WORKING WITH CLIENTS

# Work on a client's payroll




From the Client Dashboard, you can see a client's last paycheck date and the next payroll item coming due.






### Client QuickBooks Payroll

Click the QB icon to drill into a client's QuickBooks Payroll account. To get to a client's Payroll details, click that client's name in the dashboard. Then click the Payroll tab.



### Payroll Details

On the Payroll details tab, you can see recent payroll tax payments and form filings.

Find clients    

CLIENTS		BOOKKEEPING			PAYROLL	
Name ▼	Status	For review	Banking	Status	Items due	
 <b>Beautiful Landscaping</b> 650-555-6767	 Closed 01/31/15	1 change to closed books 2 more items...	Download failed 02/02/15			
 <b>Johnny Pops</b> 650-555-9988	 Closed 01/31/15	1 check without a payee	Last download 01/12/15	 Next pay date 02/15/15	1 tax, 2 forms earliest 02/15/15	




ACCOUNTANT HOME PAGE > CLIENT DASHBOARD > PAYROLL STATUS

qb Accountant Go to client's QuickBooks  + Search    Help

YOUR PRACTICE


- Clients
- Team
- ProAdvisor

YOUR BOOKS >

ATS & Property Management Corp  1   New request Edit client

Click to add a note...

Bookkeeping 1 **Payroll 2** Requests Documents

Next pay date: 29-04-2016 Last pay date: 21-04-2016 All pay cheques | Run payroll  Payroll

Recent tax payments

TAX PAYMENT	PAID	AMOUNT	PERIOD
Federal Taxes	05-02-2016	\$1,769.63	Nov 1 to Nov 30
Federal Taxes	05-02-2016	\$2,079.58	Dec 1 to Dec 31
Federal Taxes	22-01-2016	\$2,910.79	Oct 1 to Oct 31
Federal Taxes	15-06-2015	\$1,636.48	May 1 to May 31
Federal Taxes	15-05-2015	\$1,941.93	Apr 1 to Apr 30

Review in QuickBooks

[View all tax payments](#)

CLIENT DASHBOARD > PAYROLL TAB

### QUICK TIP

You asked, we listened. You can now offer your clients wholesale Payroll integrated with QuickBooks Online.

## MANAGING YOUR FIRM

# Manage your own firm

You get a free subscription to QuickBooks Online with Payroll to manage your own firm when you sign up for QuickBooks Online Accountant.

Click Your Books in the navigation bar to manage your own firm's books and payroll.



### QUICK TIP

When you enter clients into your practice, they get automatically added to your QuickBooks as customers.

The screenshot shows the QuickBooks Online Accountant interface for a user named Brenda Bowden. The top navigation bar is green and includes the QuickBooks logo, the user's name, and a search bar. Below the navigation bar, there are three 1-minute tour buttons: 'Organize your finances with QuickBooks', 'Set up your QuickBooks company', and 'Import your data into QuickBooks'. The main content area is divided into three sections: 'Income', 'Expenses', and 'Profit and Loss'. The 'Income' section shows a horizontal bar chart with three segments: 'OPEN INVOICES' (\$0), 'OVERDUE' (\$0), and 'PAID LAST 30 DAYS' (\$0). The 'Expenses' section shows a donut chart with four categories: 'Category 1', 'Category 2', 'Category 3', and 'Category 4', all showing \$0. The 'Profit and Loss' section shows a net income of \$0. On the right side, there are panels for 'Bank accounts' (with a 'Connect account' button) and 'Activities' (showing 'April 27, 2016 TODAY' and 'There are no activities for you right now.'). A dark blue sidebar on the left contains navigation options: 'YOUR PRACTICE', 'YOUR BOOKS' (highlighted with an orange box), 'Home', 'Customers', 'Suppliers', 'Employees', 'Transactions', 'Reports', 'Sales Tax', and 'Apps'.

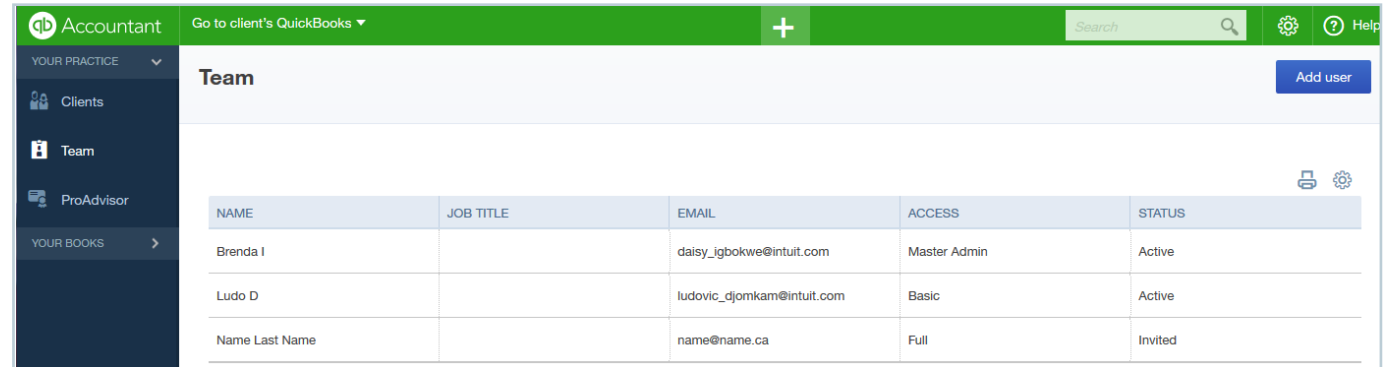


## MANAGING YOUR FIRM

# Add a user to QuickBooks Online Accountant

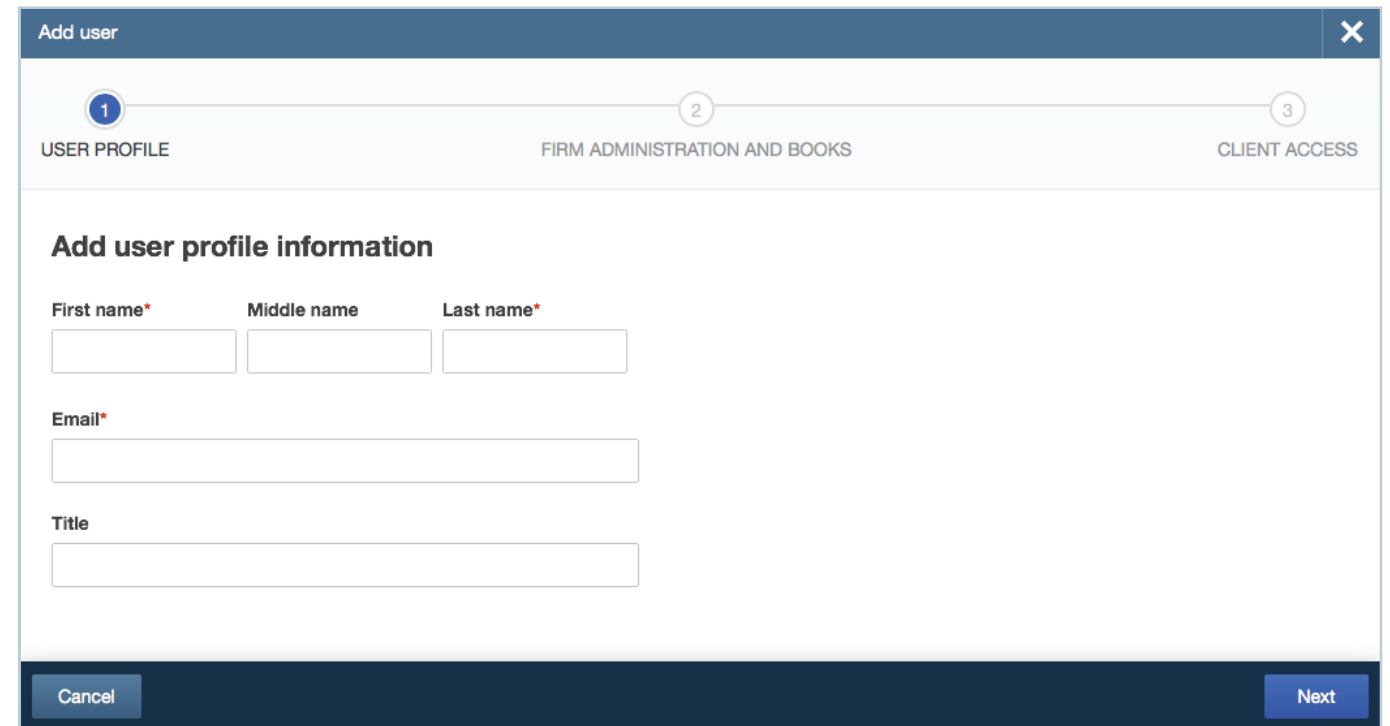
Here's how you add a coworker to your QuickBooks Online Accountant team:

- 1 On the navigation bar under Your Practice, click Team.
- 2 Click Add User.
- 3 Enter this user's profile info and click Next.



NAME	JOB TITLE	EMAIL	ACCESS	STATUS
Brenda I		daisy_igbokwe@intuit.com	Master Admin	Active
Ludo D		ludovic_djomkam@intuit.com	Basic	Active
Name Last Name		name@name.ca	Full	Invited

### TEAM PAGE > NEW USER BUTTON



**Add user**

1 USER PROFILE      2 FIRM ADMINISTRATION AND BOOKS      3 CLIENT ACCESS

**Add user profile information**

First name\*      Middle name      Last name\*

Email\*

Title

Cancel      Next

### ADD USER

# Give a user permissions and clients

- 1 Give this user full or basic access to QuickBooks Online Accountant.
- 2 Choose whether this user can view or manage different parts of your firm.
- 3 Click Next.
- 4 Specify which clients this user can access by checking the box next to each client name.

The screenshot shows the 'Add user' wizard at step 2, 'FIRM ADMINISTRATION AND BOOKS'. The progress bar at the top indicates three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS (current), and 3. CLIENT ACCESS. The main content area is titled 'Specify access to firm administration and books'. It features an 'Access:' dropdown menu set to 'Basic'. Below this is a table with two columns: 'YOUR FIRM ADMINISTRATION' and 'ACCESS'. The table has two rows: 'Firm information' with a 'View only' dropdown, and 'Firm employees and users' with a 'None' dropdown. To the right, a purple callout box titled 'Access to firm administration and books' lists the permissions for 'Full' access: 'Full access to administrative functions for your firm', 'Full access to your firms's books', and 'Administrator access to client QuickBooks'. At the bottom, there are 'Back' and 'Next' buttons.

## FIRM ADMINISTRATION AND FIRM BOOKS

The screenshot shows the 'Add user' wizard at step 3, 'CLIENT ACCESS'. The progress bar at the top indicates three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS (current). The main content area is titled 'Specify client access'. It features a search bar with the placeholder text 'Find a client' and a magnifying glass icon. Below the search bar is a table with two columns: 'CLIENT' and a checkbox. The table has three rows: 'CLIENT' with a checked checkbox, 'Andrew Walker' with a checked checkbox, and 'Sean O'connor' with a checked checkbox. To the right, a purple callout box titled 'Client access' contains the text 'Granting user access to a client gives them full'. At the bottom, there are 'Back' and 'Save' buttons.

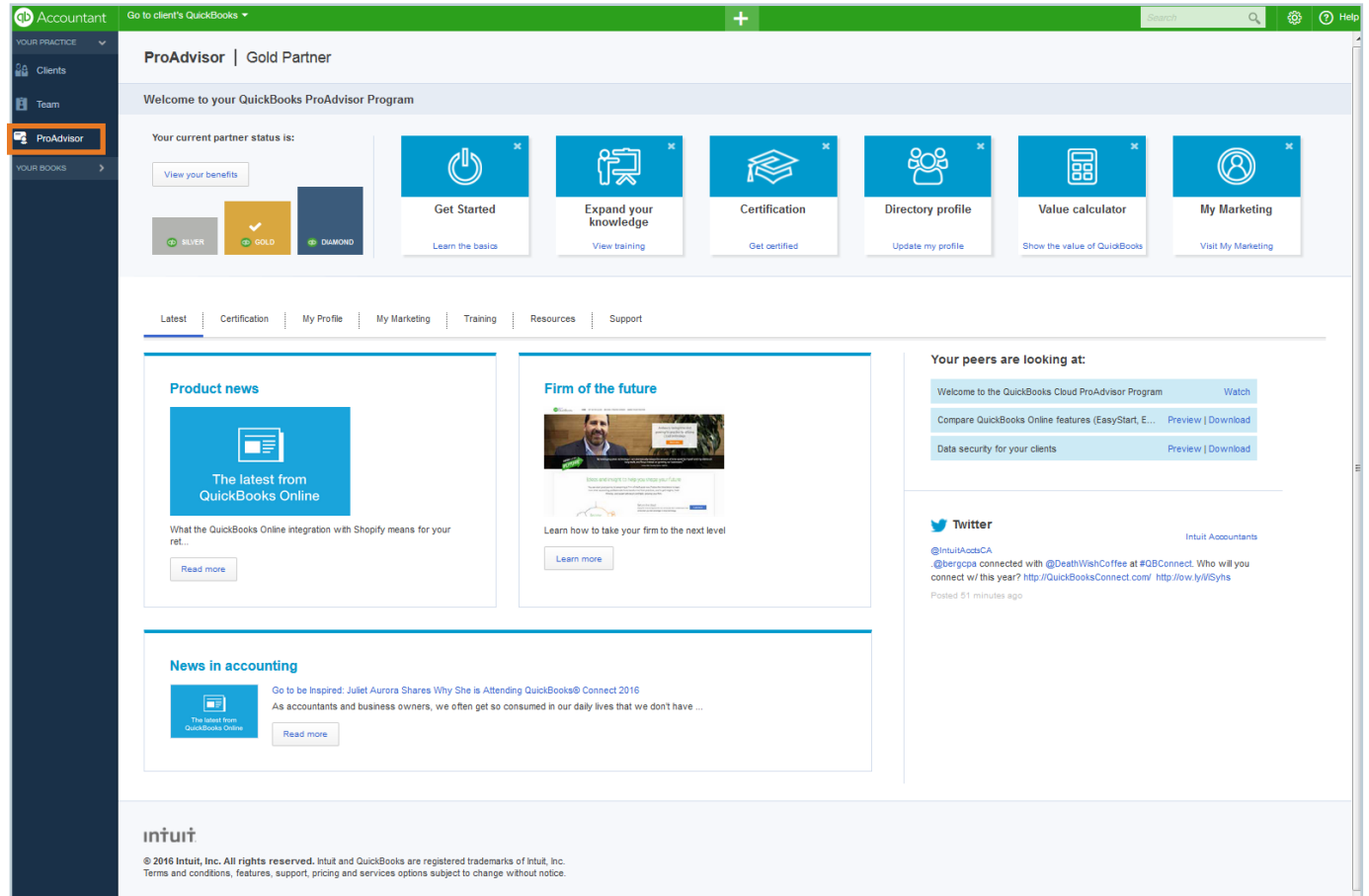
## CLIENT BOOKS

# Access ProAdvisor benefits

If you're a member of Intuit's ProAdvisor Program, you can access all your ProAdvisor benefits inside QuickBooks Online Accountant.

You'll find:

- Free QuickBooks certification training and exams
- Additional (non-certification) training and resources
- Discounts on Intuit products for you and your clients
- ProAdvisor Program notifications
- A place to edit and publish your online directory profile (to help generate client leads)



## GETTING HELP

# Get more information

This Welcome Guide is just the beginning!

When you have questions or need assistance with a task in QuickBooks Online Accountant (or QuickBooks Online), click the Help menu.

You can:

- Search for a help topic
- Join our Accountant Community
- Check out useful links to more information

The screenshot displays the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a search bar, and a 'Help' menu icon. The main content area shows a 'Welcome to QuickBooks Accountant' message with a 'Welcome Guide' link. Below this, there are three video thumbnails: 'Take a tour' (1:57), 'Work with clients' (1:47), and 'Share documents' (1:01). A search bar for clients is visible, followed by a table of clients. The table has columns for Name, Status, For Review, Banking, Status, and Items Due. The bottom of the page includes copyright information for Intuit Inc. and links for Privacy and Terms of Service.

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For Review	Banking	Status	Items Due
Aqualung Aquariums-1 647-980-8034	Closed 01-11-2...	1 change to closed books 2 more items...	Last download 18-07-2015	Setup inco...	
ATS & Property Management Corp 705.791.9974	Closed 12-07-2...	3 changes to closed bo...		Pay: 29-04-... 12 blocked	1 tax due 15-03-2015
Crazy Louie's House of Tikis			Last download 03-10-2013	Pay: 27-02-... 1 blocked	
Daisy Aqualung Aquariums Harmony Plus Comp... +1 7805533456		711 unaccepted transa... 1 cheque without payee	Download Failed 23-02-2016	Pay: 05-02-... 1 blocked	