

Appendix A

QuickBooks Online Accountant

In this section, you'll review the basic features available in the QuickBooks Online Accountant version.

▶ Lesson Objectives

In this chapter, you'll learn how to:

- Navigate the QuickBooks Online Accountant
- Access client accounts
- Add team members
- Use the Accountant Toolbox

▶ Navigate the QuickBooks Online Accountant

When you login to QuickBooks Online Accountant you see the client list or what is often called the client dashboard. On this window, you'll see four main areas of navigation. First, you'll see the top left corner include the **QB Accountant** icon and the **Go to client's QuickBooks** menu. Click the **QB Accountant** icon at any time to return to the Client Dashboard/List. To open different client file, **click Go to client's QuickBooks**.

The screenshot displays the QuickBooks Online Accountant interface. At the top, there is a green navigation bar with the 'qb Accountant' logo, a menu icon, and a dropdown menu labeled 'Go to client's QuickBooks'. A green arrow points to this dropdown menu. To the right of the navigation bar is a search bar and several utility icons. Below the navigation bar, the main content area is titled 'Real World Accounting' with a subtitle 'Amy's clients (48)'. A green box highlights the 'Clients' section in the left-hand navigation menu. The main content area features a search bar for clients and a dropdown menu set to 'All clients (48)'. Below this is a table with columns for 'CLIENTS', 'BOOKKEEPING', 'PAYROLL', and 'TAX'. The table lists various clients with their status, dates, and any pending changes or actions.

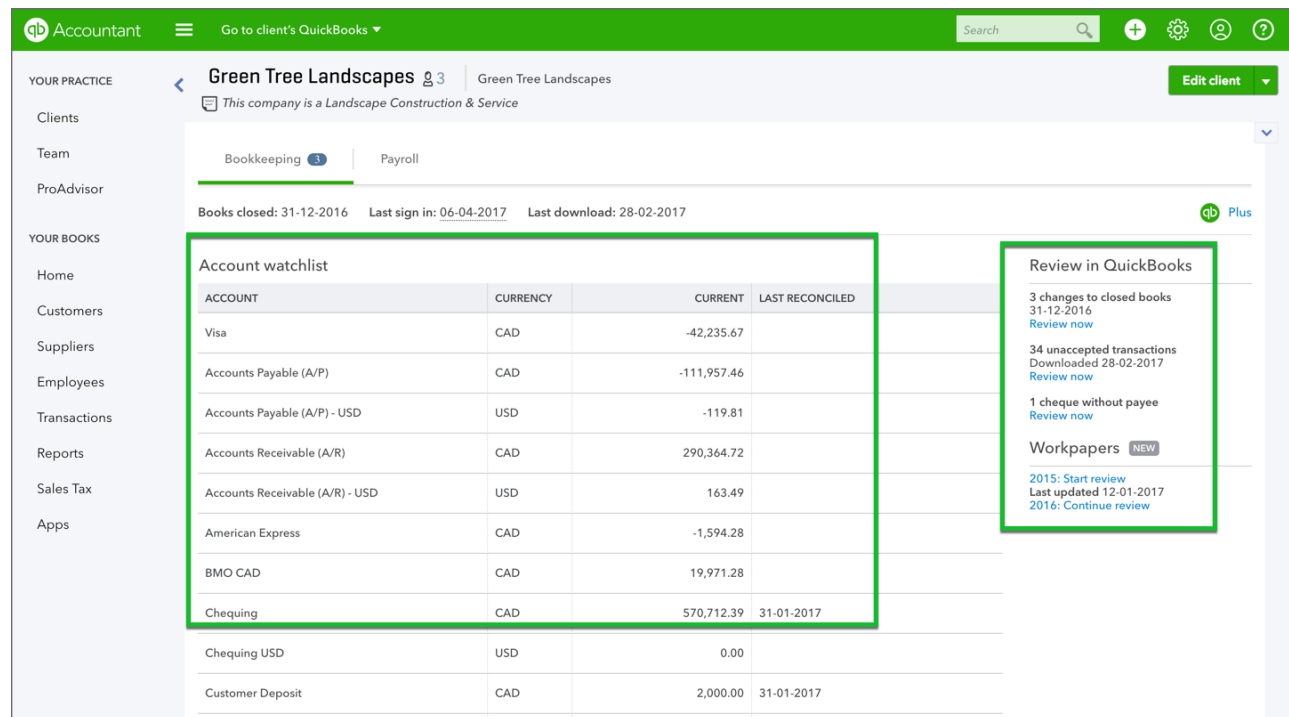
CLIENTS		BOOKKEEPING		PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Workpapers <small>NEW</small>
Arnold's Personal Training	qb Closed 31-12-2016					
Big Time Fitness	qb Closed 31-12-2015					
Bobby's Burger Joint	qb					
Burlington Consulting Company	qb Closed 31-12-2016					
Burlington Cultural Association	qb					
Burnaby Fitness	qb Closed 31-12-2015	1 change to reconcile				
Calgary Fitness	qb Closed 31-05-2016					
Canada Fitness	qb		Last download 30-11-2015	qb Pay date 17-02-2017		
Chuck's Dojo (647) 555-8989	qb Closed 30-11-2014	1 change to closed books				
Core Strength	qb Closed 31-03-2015	1 change to closed books				

On the left hand Navigation bar, you can access the **Your Practice** section. The **Your Practice** includes:

- **Clients**—a list of all your clients
- **Team**—a list of all your Team members who access client files in your practice or firm
- **ProAdvisor**—access your ProAdvisor account.

▶ Client List

The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under Clients. Click the **Name** of the client to view the **Account Watchlist**. This feature lets you review the account balances. On the right-side of the window, you can review problem areas of your client file. Click **Review Now** to open the transaction in the client's QuickBooks file.



The screenshot shows the QuickBooks Online Accountant interface for a client named Green Tree Landscapes. The left navigation bar is visible, and the main content area displays the Account Watchlist. The watchlist table is highlighted with a green box, and the Review in QuickBooks panel on the right is also highlighted with a green box.

ACCOUNT	CURRENCY	CURRENT	LAST RECONCILED
Visa	CAD	-42,235.67	
Accounts Payable (A/P)	CAD	-111,957.46	
Accounts Payable (A/P) - USD	USD	-119.81	
Accounts Receivable (A/R)	CAD	290,364.72	
Accounts Receivable (A/R) - USD	USD	163.49	
American Express	CAD	-1,594.28	
BMO CAD	CAD	19,971.28	
Chequing	CAD	570,712.39	31-01-2017
Chequing USD	USD	0.00	
Customer Deposit	CAD	2,000.00	31-01-2017

The Review in QuickBooks panel on the right contains the following information:

- 3 changes to closed books 31-12-2016 [Review now](#)
- 34 unaccepted transactions Downloaded 28-02-2017 [Review now](#)
- 1 cheque without payee [Review now](#)
- Workpapers **NEW**
- 2015: Start review
- Last updated 12-01-2017
- 2016: Continue review

Click the back arrow to return to the client list.



This close-up screenshot shows the top left corner of the client file view. A green arrow points to the back arrow icon, which is used to return to the client list.

To open the client file directly from the **Client List**, click the **QB icon** under the **Status**. QuickBooks opens the client file directly.

YOUR PRACTICE		QB	Status	Changes	Last download	Pay date
Burnaby Fitness		QB	Closed 31-12-2015	1 change to reconciled		
Calgary Fitness		QB	Closed 31-05-2016			
Canada Fitness		QB			Last download 30-11-2015	Pay date 17-02-2017
Chuck's Dojo (647) 555-8989		QB	Closed 30-11-2014	1 change to closed books		
Core Strength		QB	Closed 31-03-2015	1 change to closed books		
European Culture Association		QB	Closed 31-12-2015			
Fisch Financial		QB	Closed 31-12-2015			
Fitness Unlimited Toronto		QB	Closed 31-12-2014			
Fitness Unlimited Toronto Inc.		QB	Closed 31-12-2014			Pay date 16-04-2017
Global Trading Corp.		QB				
GP Fitness 780-466-9999		QB	Closed 31-12-2014			Pay date 12-12-2015
Green Tree Landscapes		QB	Closed 31-12-2016	3 changes to closed books 2 more items...	Last download 28-02-2017	Setup incom...
Hank's Personal Training		QB				

55 unaccepted transactions Last download

1. Click the **Gear** icon.
2. Click **Custom Form Styles**.
3. Click **New**.

▶ Team

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

To add a new user:

1. Click **Team**.
2. Click **Add User**.

3. Add the **User** profile information.

The screenshot shows the 'Add user' dialog box with a progress bar at the top. Step 1, 'USER PROFILE', is highlighted in green. The main content area is titled 'Add user profile information'. It contains several input fields: 'First name' (Hank), 'Middle name' (empty), 'Last name' (Peterson), 'Email' (hank@mailinator.com), and 'Title' (empty). At the bottom, there are 'Cancel' and 'Next' buttons.

4. Click **Next**.

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

The screenshot shows the 'Add user' dialog box with a progress bar at the top. Step 2, 'FIRM ADMINISTRATION AND BOOKS', is highlighted in green. The main content area is titled 'Specify access to firm administration and books'. It features a table for setting access levels and a callout box for 'Access to firm administration and books'.

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	View only
Firm users	None
Subscriptions and billing	None

YOUR FIRM BOOKS	ACCESS
Customers and accounts receivable	No
Suppliers and accounts payable	No

YOUR CLIENTS	ACCESS
Manage your clients	No

Access to firm administration and books

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

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

6. Click **Next**.

Add user

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

Specify client access

Find a client

CLIENT	<input checked="" type="checkbox"/>
Arnold's Personal Training	<input checked="" type="checkbox"/>
Big Time Fitness	<input checked="" type="checkbox"/>
Bobby's Burger Joint	<input checked="" type="checkbox"/>
Burlington Consulting Company	<input checked="" type="checkbox"/>
Burlington Cultural Association	<input checked="" type="checkbox"/>
Burnaby Fitness	<input checked="" type="checkbox"/>
Calgary Fitness	<input checked="" type="checkbox"/>
Canada Fitness	<input checked="" type="checkbox"/>
Chuck's Dojo	<input checked="" type="checkbox"/>
Core Strength	<input checked="" type="checkbox"/>

Client access

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

Back Save

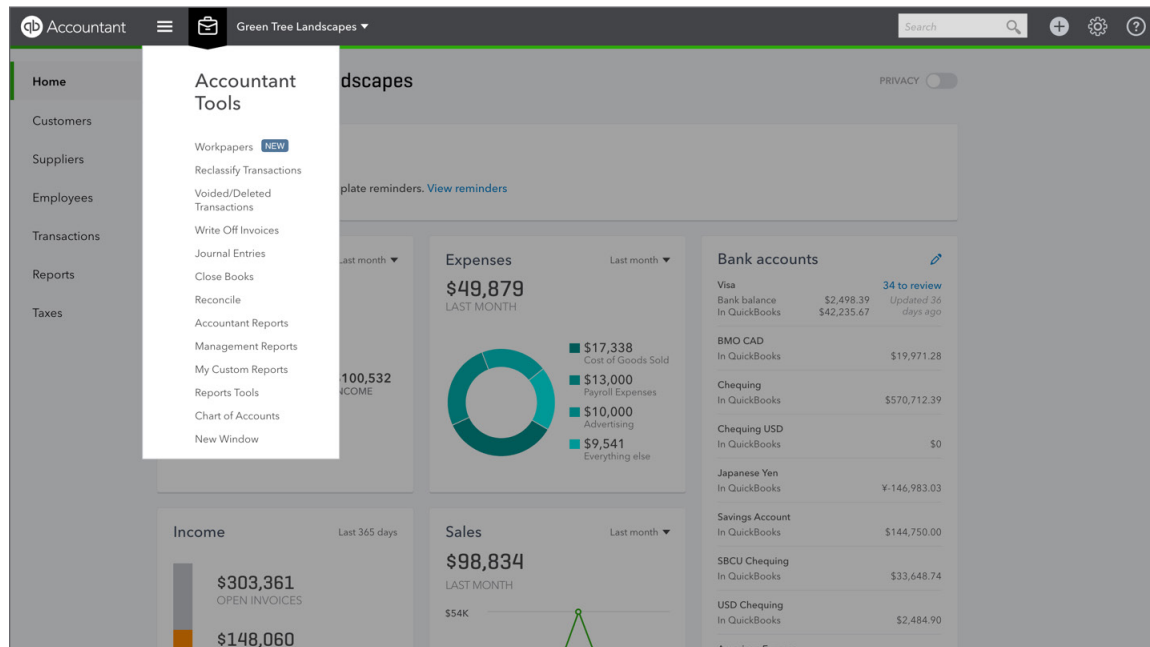
7. Select which clients you want this user to access.

8. Click **Save** to complete the user setup.

Accountant Toolbox

When you log into a client file, as the accountant user, you'll have access to the **Accountant Toolbox**. The **Accountant Toolbox** gives the accountant/bookkeeper access to a set of tools to help you manage client files.

The **Accountant Toolbox** (the Toolbox icon next to the QuickBooks logo at the top left of the screen) contains some of the most used tools you'll need to work in your clients' books. If you don't see the toolbox, select a client from the Go to client's QuickBooks drop-down menu.



Reclassify Transactions

This feature lets you make batch changes to entries that your client has made. This lets you select a group of transactions recorded to a specific class or account and recategorize those transactions to a different account. This helps you speed up your work. Instead of editing individual transaction, you can change a batch of transactions.

1. In the **Accountant Toolbox**, click Reclassify Transactions.
2. Enter the **Date** range.
3. Click the **Account** name you want to review.
4. Select the transaction(s) in the right-hand pane of the window that you want to reclassify to a different account.
5. Next, you must choose the account where the transactions will be recorded. Select the **For all selected transactions**, change account to option. Choose the account.

6. Click **Reclassify**. QuickBooks updates the entries to include the new account.

The screenshot shows the QuickBooks Accountant interface for 'Green Tree Landscapes'. The 'Accounts' section on the left lists various accounts with their types and amounts. The 'Transactions' section on the right shows a list of transactions with columns for Date, Type, Num, Name, Memo, Account, and Amount. A 'Reclassify' button is visible at the bottom right.

Name	Type	Amount
Billable Expense Income	Income	500.00
Markup	Income	70.00
Sales	Income	969476.81
Sales of Labour	Income	34045.00
Sales of Product Income	Income	33131.75
Services	Income	6965.50
Cost of Goods Sold	Cost of ...	14663.95
Labour	Cost of ...	17500.00
Materials	Cost of ...	101231.00
Other Charges	Cost of ...	2631.89
Subcontractors	Cost of ...	29000.00
Inventory Shrinkage	Cost of ...	1317.65
Supplies and materials - C...	Cost of ...	500.00
Accounting Fees	Expenses	139.00
Advertising	Expenses	11107.00
Bad Debt	Expenses	5208.01
Bank charges	Expenses	102.57
Disposal Fees	Expenses	11227.76
Dues and Subscriptions	Expenses	0.00
Equipment Rental	Expenses	1653.87
Freight and Delivery	Expenses	50.00
Fuel	Expenses	999.90
Insurance	Expenses	750.00
Insurance - Liability	Expenses	800.00
Interest expense	Expenses	1210.00
Interest on debt	Expenses	479.55

Date	Type	Num	Name	Memo	Account	Amount
03/30/2017	Invoice	7784	Burlington Home Builders:3000	Disposal of debris at job site.	Disposal Fees	-499.87
03/30/2017	Bill	36722-34	Green Jeans Lawn Machines	Disposal of debris at job site.	Disposal Fees	499.87
03/17/2017	Expense	...	Garden Supply Unlimited	...	Disposal Fees	398.76
03/14/2017	Bill	3892	Garden Supply Unlimited	...	Disposal Fees	2,000.00
02/03/2017	Expense	...	Green Jeans Lawn Machines	Sod laying at Fay project	Disposal Fees	29.00
01/26/2017	Expense	...	Seasonal Contracting Inc.	...	Disposal Fees	1,000.00
12/15/2016	Cheque	106	Green Jeans Lawn Machines	Subcontracted fencing	Disposal Fees	7,800.00
Total Selected:						7,829.00

For all selected transactions, change Account to **Reclassify**

Voided & Deleted Transactions

Click **Voided and Deleted Transactions** to view the audit log report filtered by deleted and voided entries.

The screenshot shows the QuickBooks Accountant interface for 'Green Tree Landscapes' with the 'Audit Log' report open. The report is filtered by 'Transactions' and shows a list of voided and deleted transactions.

DATE CHANGED	USER	EVENT	NAME	DATE	AMOUNT	HISTORY
Mar 31, 10:24 am CDT	Matthew Peterson	Voided Invoice No. 7785	Alba Fay	03/31/2017	\$0.00	View
Mar 31, 10:23 am CDT	Matthew Peterson	Voided Invoice No. 7786	Antionietta Ward	03/31/2017	\$0.00	View
Mar 16, 2:38 pm CDT	Matthew Peterson	Deleted Invoice No. 7773	ABC Company Lt...	03/16/2017	\$3,480.40	View
Mar 3, 10:54 pm CST	Amy Jackson You...	Voided Cheque No. 100	Woodcroft Law G...	09/01/2016	\$0.00	View
Feb 6, 8:32 pm CST	Amy Jackson You...	Deleted Non-posting Charge No. 6	Anderson & Asso...	02/01/2017	\$100.00	View
Feb 6, 8:32 pm CST	Amy Jackson You...	Deleted Non-posting Charge No. 2	Anderson & Asso...	01/01/2017	\$100.00	View
Feb 6, 8:30 pm CST	Amy Jackson You...	Deleted Bill Payment (Cheque)	Rogers	11/20/2016	\$133.28	View
Feb 6, 8:26 pm CST	Amy Jackson You...	Deleted Transfer		12/14/2016	\$500.00	View
Feb 6, 8:26 pm CST	Amy Jackson You...	Deleted Transfer		12/14/2016	\$150.00	View
Feb 6, 8:22 pm CST	Amy Jackson You...	Deleted Invoice No. 1123	Jane Peterson	01/02/2017	\$11,300.00	View
Feb 6, 8:22 pm CST	Amy Jackson You...	Deleted Credit Memo No. 1113	Angus Funk	01/20/2017	\$5,650.00	View
Feb 6, 8:21 pm CST	Amy Jackson You...	Deleted Invoice No. 1109	Hannah Bogan	01/20/2017	\$706.25	View

Journal Entry

At times, you may be required to make an accounting entry to handle special accounting transactions. These may include accounting items like deferred revenue, work in progress and others. QuickBooks Online lets you make general journal **entries to handle these transactions**.

To make a journal entry:

1. Click the **Create +**, and then click **Journal Entry**.
2. Enter the **Date**.
3. Choose the first **Account** in the journal entry.
4. Enter the **Debit** amount.
5. Enter a **Memo** for future reference.
6. Click **Save**.



NOTE If you select the Adjusting Journal Entry checkbox, it will be identified as an adjusting entry in the working trial balance.

Journal Entry no.6
?
✕

Currency: CAD Canadian Dollar

Journal date: 04/06/2017

Journal no.: 6

Is Adjusting Journal Entry?

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

Add lines

Memo

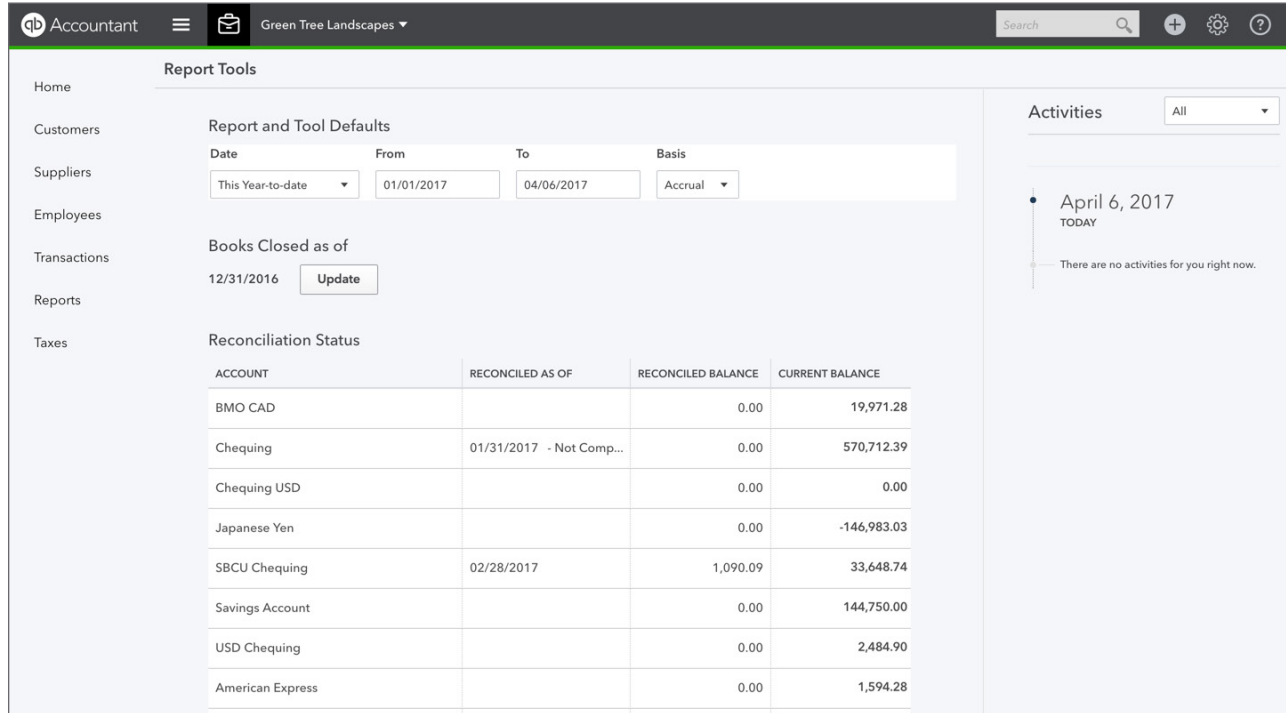
Cancel
Make recurring
Save
Save and new

Reports Tools

Using the Reports tools feature in the Accountant Tools menu, lets you setup a default date range for QuickBooks reports. If you prefer to see your client reports in a month-to-date format, QuickBooks lets you assign this default. To set this up:

1. Click **Accountant Toolbox**.
2. Click **Reports Tools**.

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



Report Tools

Report and Tool Defaults

Date: This Year-to-date | From: 01/01/2017 | To: 04/06/2017 | Basis: Accrual

Books Closed as of

12/31/2016

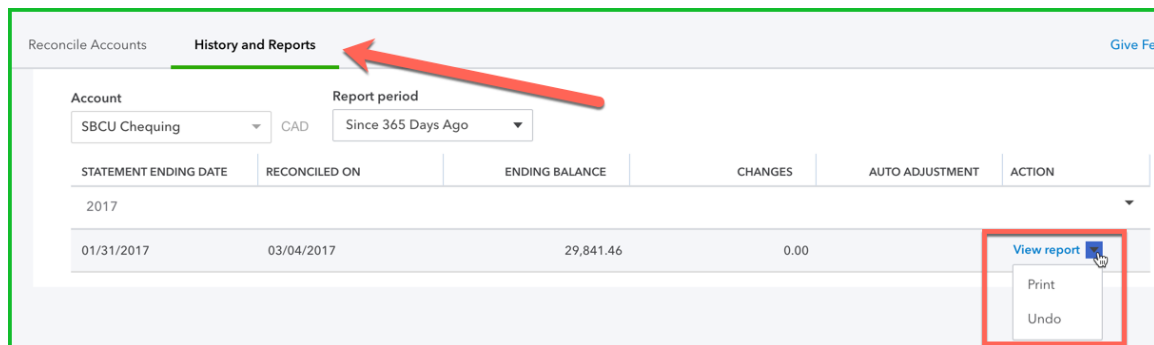
Reconciliation Status

ACCOUNT	RECONCILED AS OF	RECONCILED BALANCE	CURRENT BALANCE
BMO CAD		0.00	19,971.28
Chequing	01/31/2017 - Not Comp...	0.00	570,712.39
Chequing USD		0.00	0.00
Japanese Yen		0.00	-146,983.03
SBCU Chequing	02/28/2017	1,090.09	33,648.74
Savings Account		0.00	144,750.00
USD Chequing		0.00	2,484.90
American Express		0.00	1,594.28

Undo Account Reconciliation

If you need to undo an account reconciliation, the QuickBooks Online Accountant lets you complete this task. This feature is not available to your clients. To undo a reconciliation:

1. Click the **Gear** icon.
2. Click **Reconcile**.
3. Click the **down arrow** next to **View report**.
4. Click **Undo**.



Reconcile Accounts **History and Reports** Give Fe

Account: SBCU Chequing CAD | Report period: Since 365 Days Ago

STATEMENT ENDING DATE	RECONCILED ON	ENDING BALANCE	CHANGES	AUTO ADJUSTMENT	ACTION
2017					
01/31/2017	03/04/2017	29,841.46	0.00		View report <ul style="list-style-type: none"> Print Undo