

# 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. The top navigation bar is green and contains the 'qb Accountant' logo, a menu icon, and a 'Go to client's QuickBooks' dropdown. A search bar and utility icons are on the right. The left sidebar is divided into 'YOUR PRACTICE' (Clients, Team, ProAdvisor, Work) and 'YOUR BOOKS' (Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, Apps). The main content area is titled 'Real World Accounting' and shows 'Amy's clients (69)'. A search bar and a dropdown for 'All clients (69)' are present. A table lists clients with columns for Name, Status, For Review, Banking, Status, Items Due, and Workpapers. A green box highlights the table content.

CLIENTS		BOOKKEEPING		PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Workpapers
Arnold's Personal Training	Closed 31-12-2016					
Big Time Fitness	Closed 31-12-2015					
Bobby's Burger Joint						
Burlington Charity						
Burlington Consulting	Closed 31-12-2016					
Burlington Consulting Company	Closed 31-12-2016					
Burlington Cultural Association						
Burlington Fitness	Closed 31-12-2014					
Burnaby Fitness	Closed 31-12-2015	1 change to reconciled				
BUSINESS SAMPLE +1 5553334444						
Calgary Fitness	Closed 31-05-2016					
Canada Fitness				Last download 30-11-2015	Pay date 07-07-2017	

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.

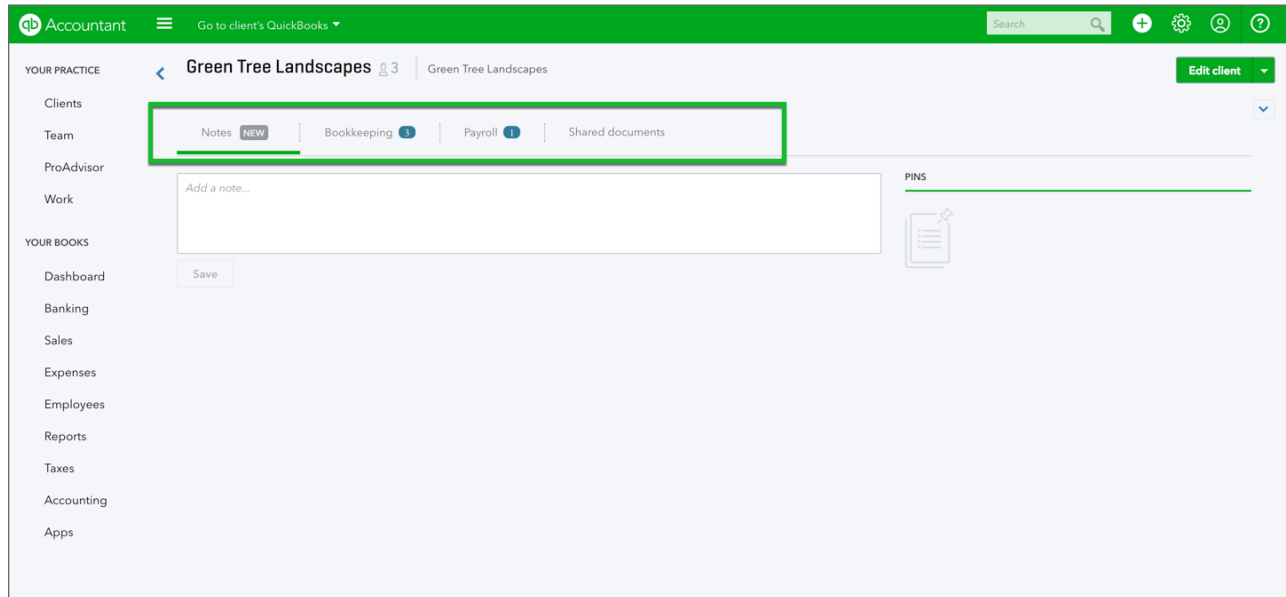
## ▶ Client List

The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.

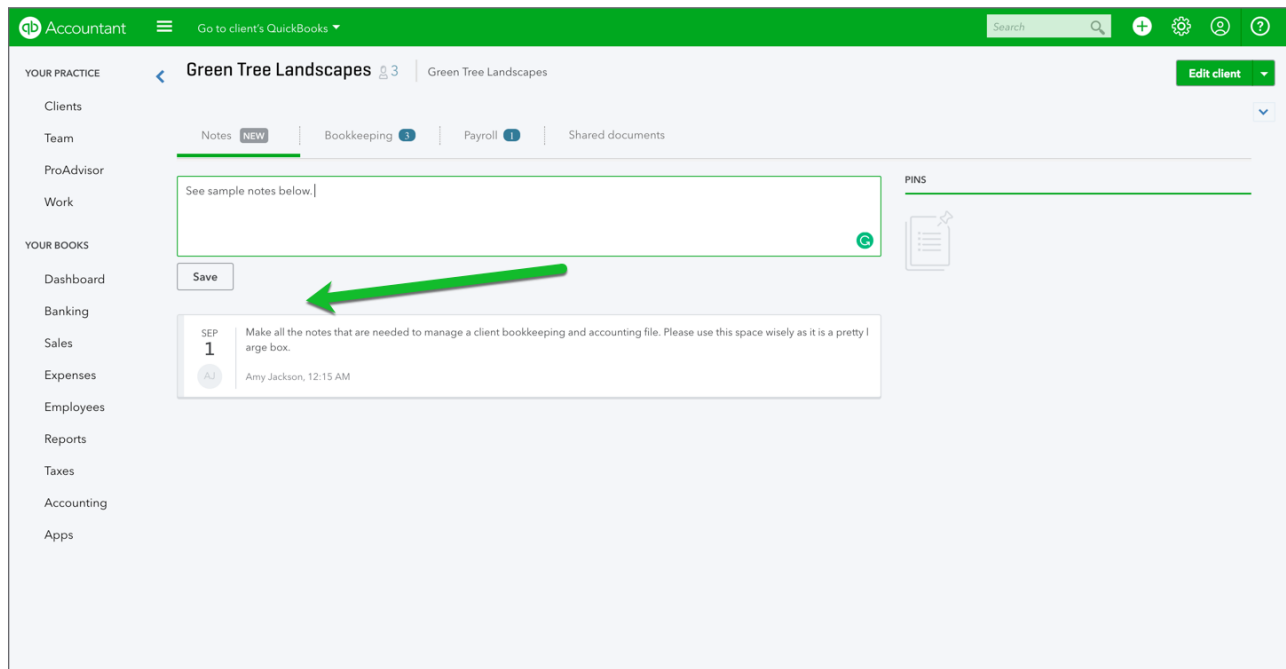
The screenshot displays the QuickBooks Online Accountant interface. The top navigation bar is green and includes the 'qb Accountant' logo, a menu icon, and a search bar. The main header area shows 'Real World Accounting' and 'Amy's clients (69)'. A green box highlights the 'YOUR PRACTICE' section in the left sidebar, which includes 'Clients', 'Team', 'ProAdvisor', and 'Work'. The main content area shows a table of clients with columns for Name, Status, For Review, Banking, Status, Items Due, and Workpapers. A green box highlights the table content.

Name	Status	BOOKKEEPING		PAYROLL		TAX
		For Review	Banking	Status	Items Due	Workpapers
Arnold's Personal Training	Closed 31-12-2016					
Big Time Fitness	Closed 31-12-2015					
Bobby's Burger Joint						
Burlington Charity						
Burlington Consulting	Closed 31-12-2016					
Burlington Consulting Company	Closed 31-12-2016					
Burlington Cultural Association						
Burlington Fitness	Closed 31-12-2014					
Burnaby Fitness	Closed 31-12-2015	1 change to reconciled				
BUSINESS SAMPLE +1 5553334444						
Calgary Fitness	Closed 31-05-2016					
Canada Fitness			Last download 30-11-2015		Pay date 07-07-2017	

Click the **Name** of the client to review the Client in more detail. There are four sections that help you review the client file. They include: **Notes**, **Bookkeeping**, **Payroll**, and **Shared Documents**.



**Notes**—The Notes section lets you add notes about a client. Add notes and QuickBooks Online Accountant places a date stamp on each note made in the client file.



**Bookkeeping**—Click the **Bookkeeping** tab to review information about the client file. The **Account watchlist** summarizes information about the client's accounts and when they were last

reconciled. Click the **Review in QuickBooks** section on the right side of the window to review specific transactions.

The screenshot shows the QuickBooks Online Accountant interface for a client named 'Green Tree Landscapes'. The 'Account watchlist' table is highlighted with a green box. The 'Review in QuickBooks' sidebar on the right is also highlighted with a green box. A green arrow points from the 'Review in QuickBooks' sidebar towards the 'Shared documents' tab in the top navigation bar.

ACCOUNT	CURRENCY	CURRENT	LAST RECONCILED
Capital One Mastercard	CAD	-2,418.97	
Accounts Payable (A/P)	CAD	-31,550.75	
Accounts Payable (A/P) - USD	USD	-569.81	
Accounts Receivable (A/R)	CAD	1,242,025.06	
Accounts Receivable (A/R) - USD	USD	303.87	
Advance	CAD	-250.00	
American Express	CAD	-40,491.79	
BMO Chequing	CAD	-94,444.77	31-05-2017
BMO Chequing 4578	CAD	-20,223.62	30-06-2017
Canada Life	CAD	-639.19	
Customer Deposit	CAD	-51,000.00	31-01-2017
Daily Sales Clearing	CAD	1,005.50	
Federal Taxes	CAD	-3,157.86	

**Review in QuickBooks**

- 2 changes to closed books 31-12-2016 [Review now](#)
- 55 unaccepted transactions Downloaded 22-07-2017 [Review now](#)
- Changes to reconciled BMO Chequing Last reconciled 31-05-2017 [Review now](#)
- Workpapers **NEW**
  - 2015: Start review
  - Last updated 15-05-2017
  - 2016: Continue review

**Payroll**—Click the **Payroll** tab to add review information about the client’s payroll. This window displays the **Next and Last pay dates**, and **Recent tax payments**, and **Recent Form Filings**.

The screenshot shows the QuickBooks Online Accountant interface for a client named 'Green Tree Landscapes'. The 'Payroll' tab is selected in the top navigation bar. The 'Recent tax payments' table is highlighted with a green box. A green arrow points to the 'Recent tax payments' dropdown menu.

Next pay date: 25-08-2017 Last pay date: 29-09-2017 All pay cheques | Run payroll

TAX PAYMENT	PAID	AMOUNT	PERIOD
Federal Taxes	15-09-2017	\$6,416.17	Aug 1 to Aug 31
Federal Taxes	17-08-2017	\$4,190.94	Jul 1 to Jul 31
Federal Taxes	14-08-2017	\$1,391.56	Jul 1 to Jul 31
Federal Taxes	19-07-2017	\$1,198.36	Jan 1 to Jan 31
Federal Taxes	14-04-2017	\$544.00	Mar 1 to Mar 31

[View all tax payments](#)

**Review in QuickBooks**

No items for review

**Shared Documents**—Share documents with your clients from this tab.

The screenshot shows the QuickBooks Online Accountant interface. The top navigation bar is green and contains the 'qb Accountant' logo, a search bar, and several utility icons. The main header area displays 'Green Tree Landscapes' with a dropdown menu and an 'Edit client' button. Below this, there are tabs for 'Notes', 'Bookkeeping', 'Payroll', and 'Shared documents'. The 'Shared documents' tab is active, showing a table with columns for 'DOCUMENT', 'REQUEST', 'DATE UPLOADED', and 'ACTION'. A single document is listed: 'Larry Landscaping Bank QBO' with a 'Download' link. The left sidebar lists various practice and bookkeeping tools.

DOCUMENT	REQUEST	DATE UPLOADED	ACTION
Larry Landscaping Bank QBO	--	Jul 11	<a href="#">Download</a>

## 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 with a green circle. 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). There are 'Cancel' and 'Next' buttons at the bottom.

**Add user**

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

### Add user profile information

\* First name Middle name \* Last name

Hank Peterson

\* Email  
hank@mailinator.com

Title

Cancel Next

### 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 with a green circle. 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 with a legend. The 'Access' dropdown is set to 'Basic'. The table has columns for 'YOUR FIRM ADMINISTRATION', 'YOUR FIRM BOOKS', and 'YOUR CLIENTS', each with an 'ACCESS' column. The callout box lists 'Full', 'Basic', and 'Custom' access levels with their respective permissions. There are 'Back' and 'Next' buttons at the bottom.

**Add user**

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

### Specify access to firm administration and books

Access: Basic

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

Back Next

## 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.

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

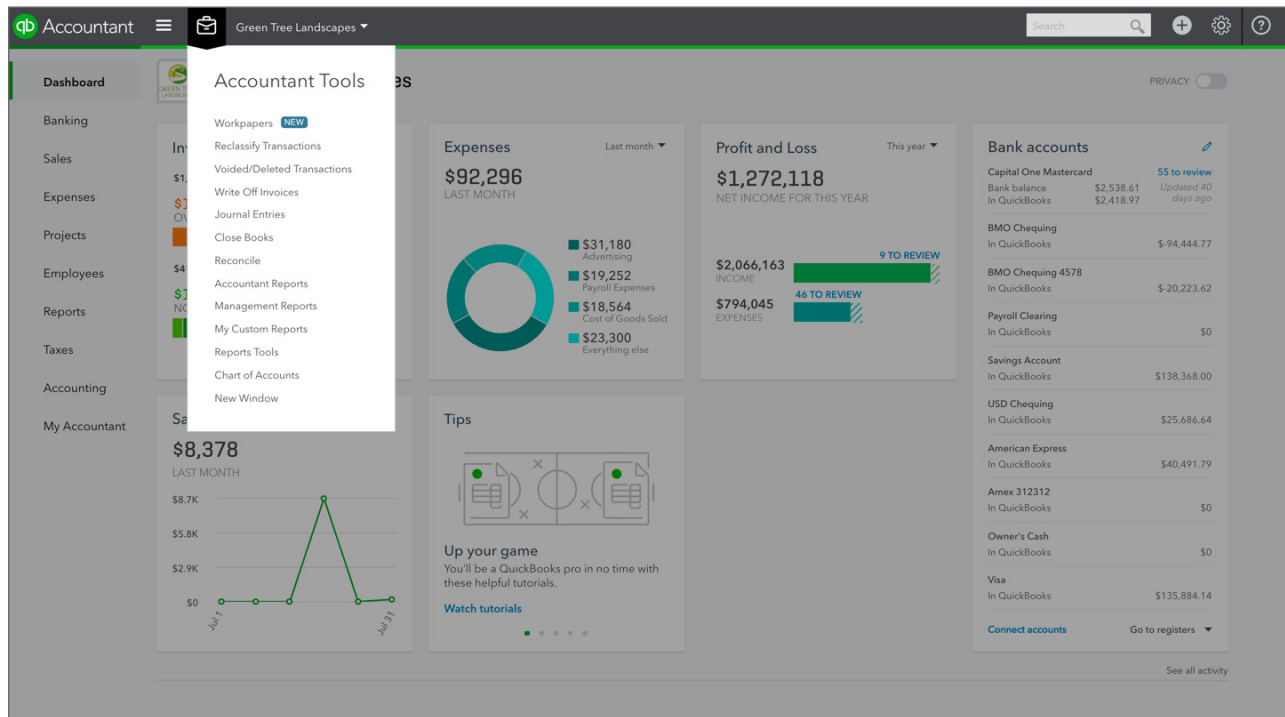
8. Click **Save** to complete the user setup.

## **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 left sidebar contains navigation options: Home, Customers, Suppliers, Employees, Transactions, Reports, and Taxes. The main area is split into two panels: 'Accounts' and 'Transactions'.

**Accounts Panel:** Shows a list of accounts with columns for Name, Type, and Amount. The 'Disposal Fees' account is highlighted in yellow, with a total amount of 11,227.76.

**Transactions Panel:** Shows a list of transactions with columns for Date, Type, Num, Name, Memo, Account, and Amount. The transaction dated 12/15/2016 for 'Green Jeans Lawn Machines' is selected and highlighted in yellow. A 'Reclassify' button is located at the bottom right of this panel.

**Voided & Deleted Transactions**

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

The screenshot shows the 'Audit Log' report in QuickBooks Accountant. The report is filtered by 'Transactions' and lists various voided and deleted entries. The columns are: DATE CHANGED, USER, EVENT, NAME, DATE, AMOUNT, and HISTORY.

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

## 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    Clear all 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 [Update]

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 Print Undo