Appendix A

QuickBooks Online Accountant

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

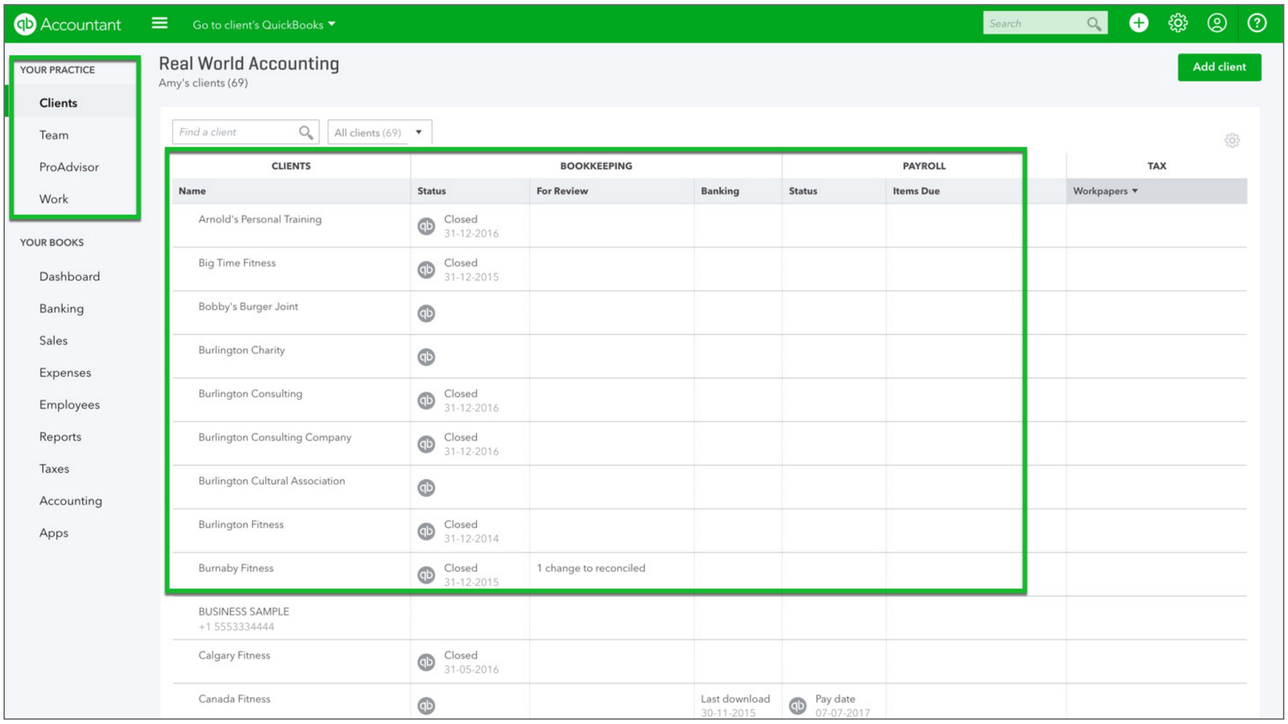
Lesson Objectives

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**.

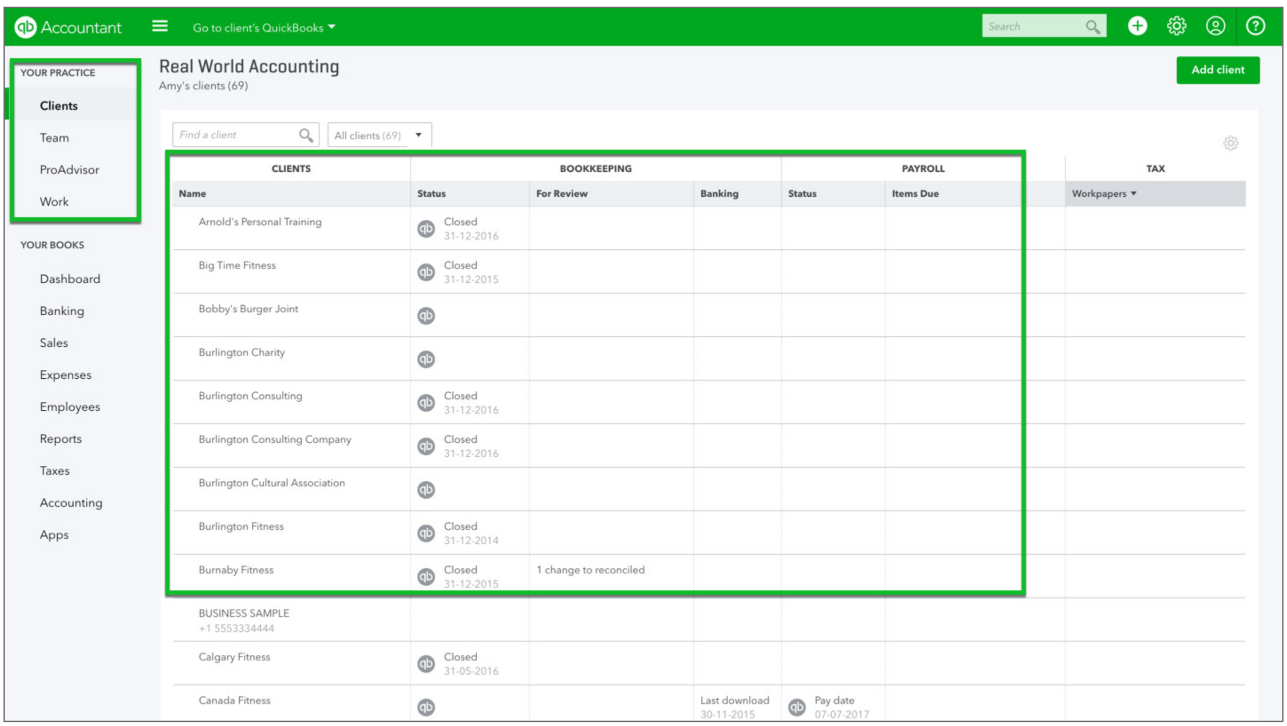


On the left hand Navigation bar, you can access the **Your Practice** section. The **Your Practice** includes:

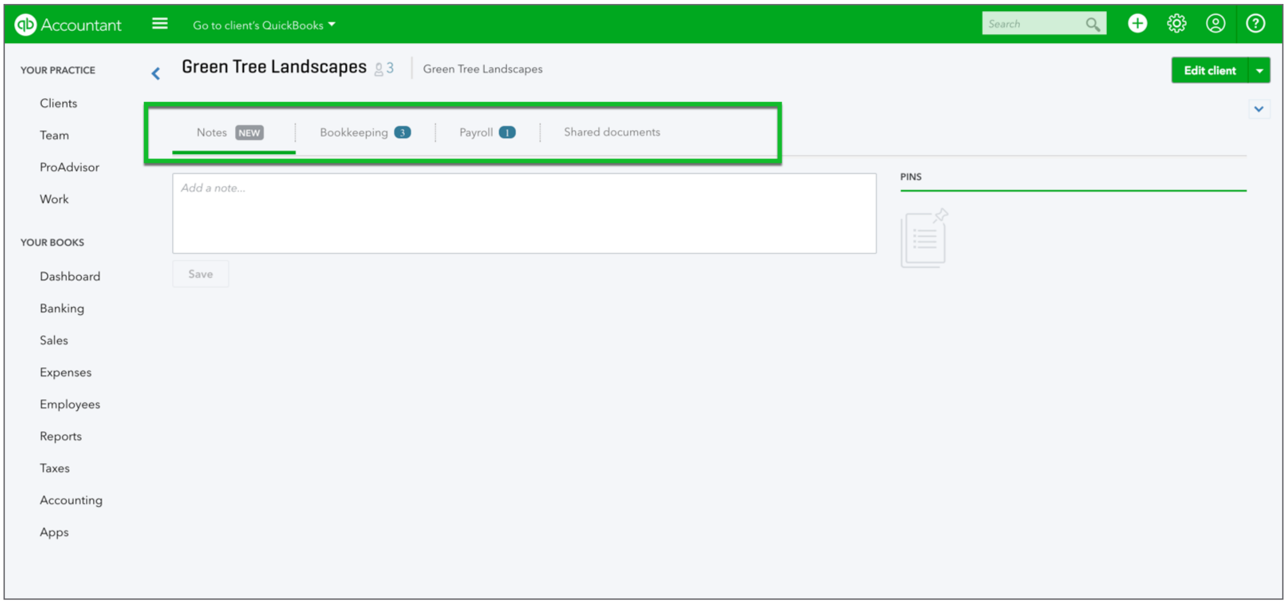
- **Clients—**a list of all your clients
- **Team—**a list of all your Team members who access client files in your practice or firm
- **ProAdvisor—**access your ProAdvisor account.

Client List

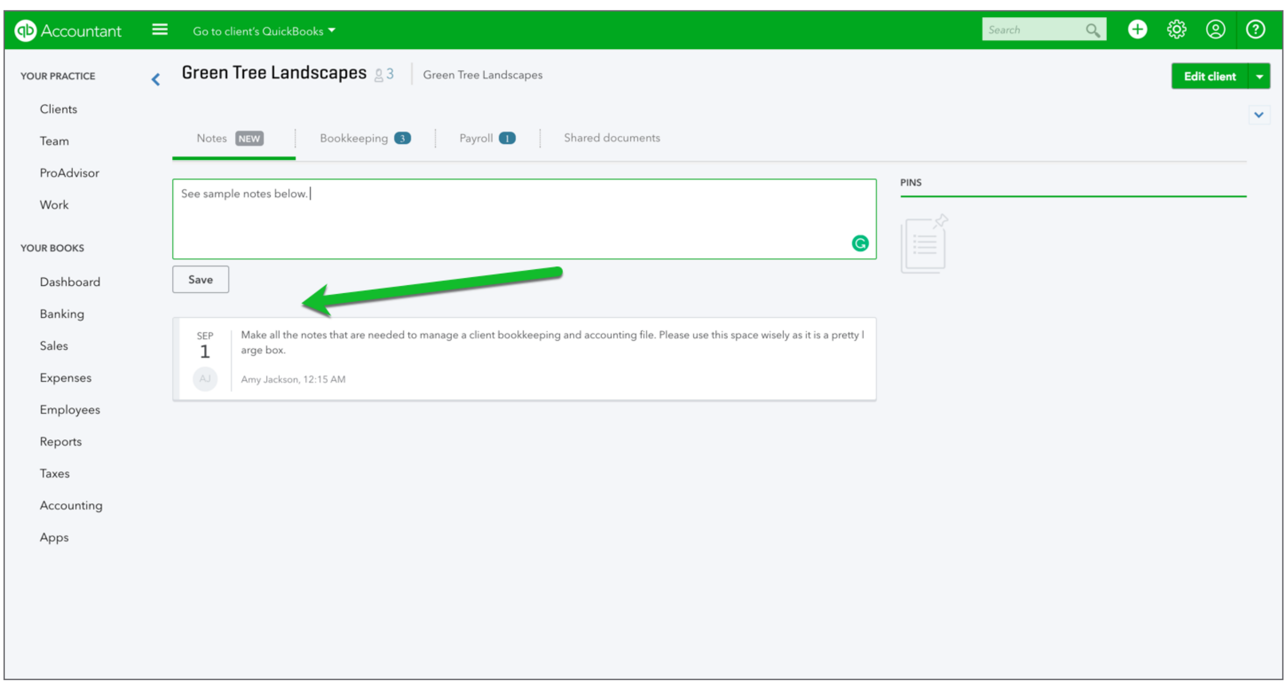
The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.



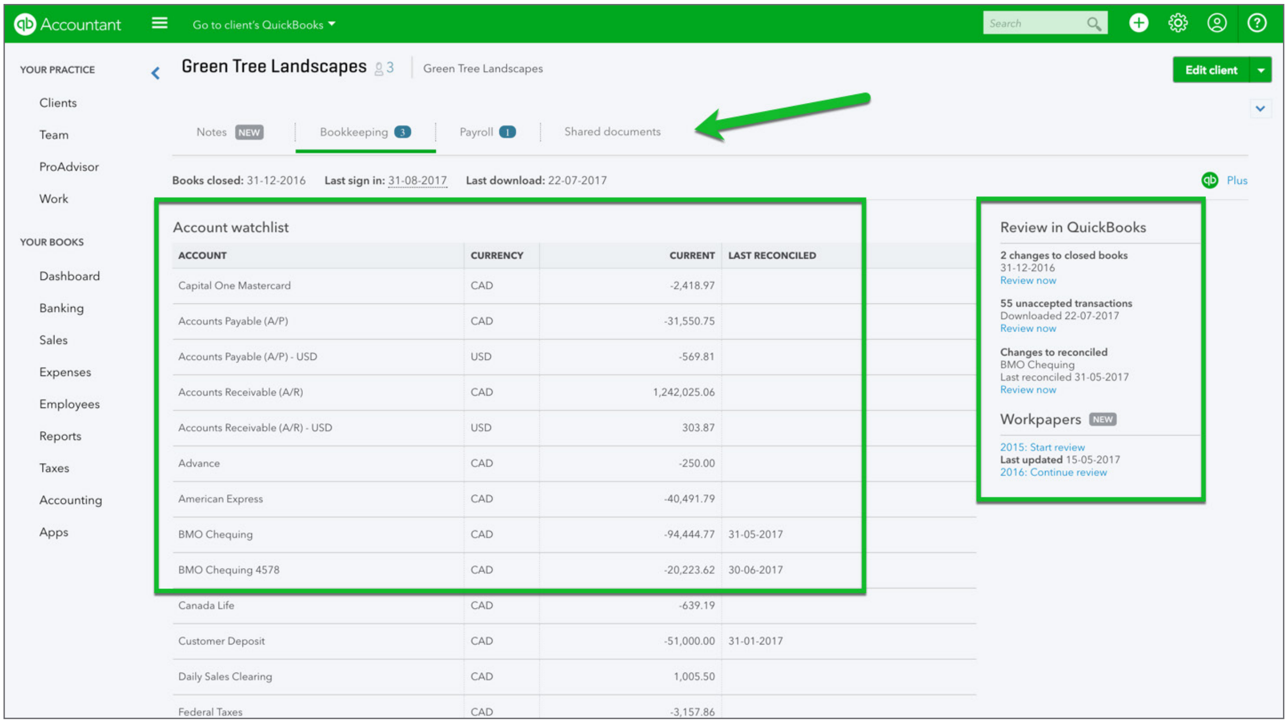
Click the **Name** of the client to review the Client in more detail. There are four sections that help you review the client file. They include: **Notes**, **Bookkeeping**, **Payroll**, and **Shared Documents**.



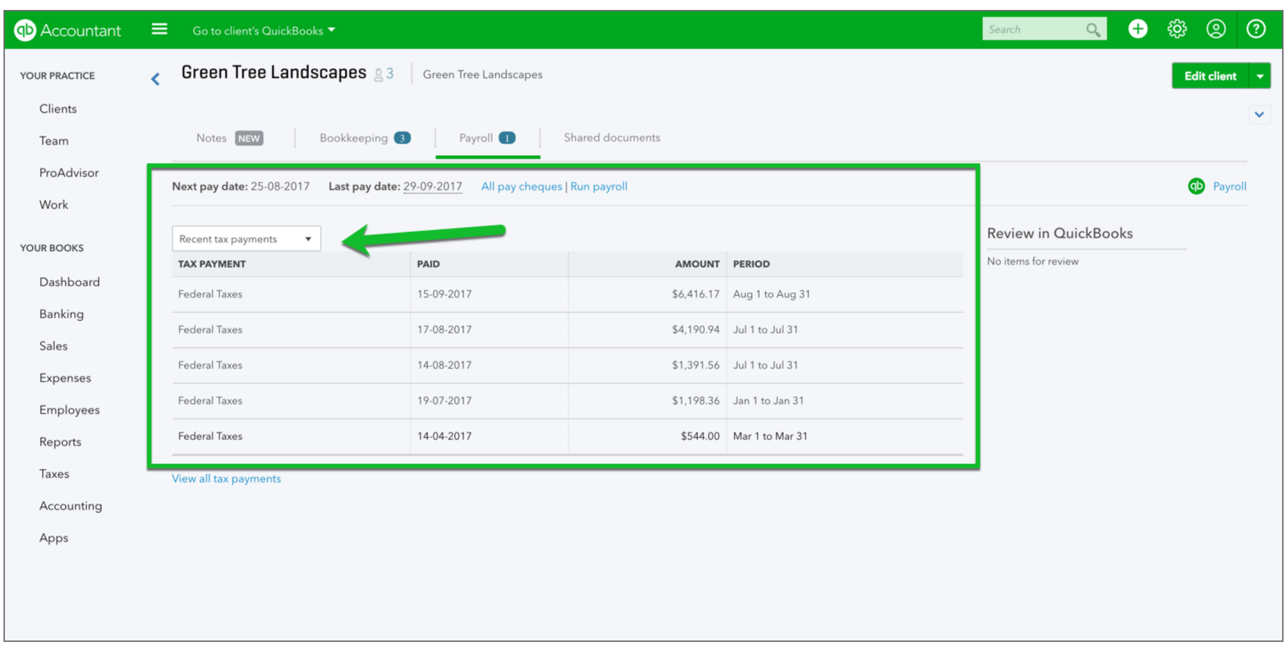
Notes—The Notes section lets you add notes about a client. Add notes and QuickBooks Online Accountant places a date stamp on each note made in the client file.



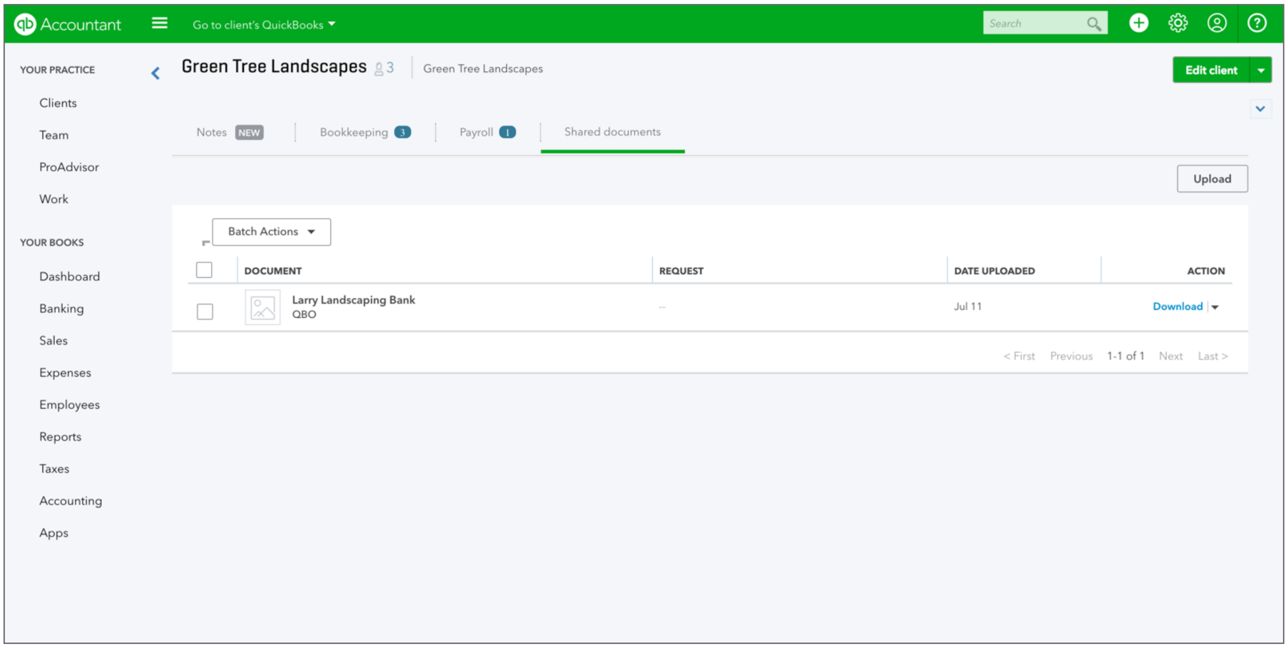
Bookkeeping—Click the **Bookkeeping** tab to review information about the client file. The **Account watchlist** summarizes information about the client's accounts and when they were last reconciled. Click the **Review in QuickBooks** section on the right side of the window to review specific transactions.



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**.



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



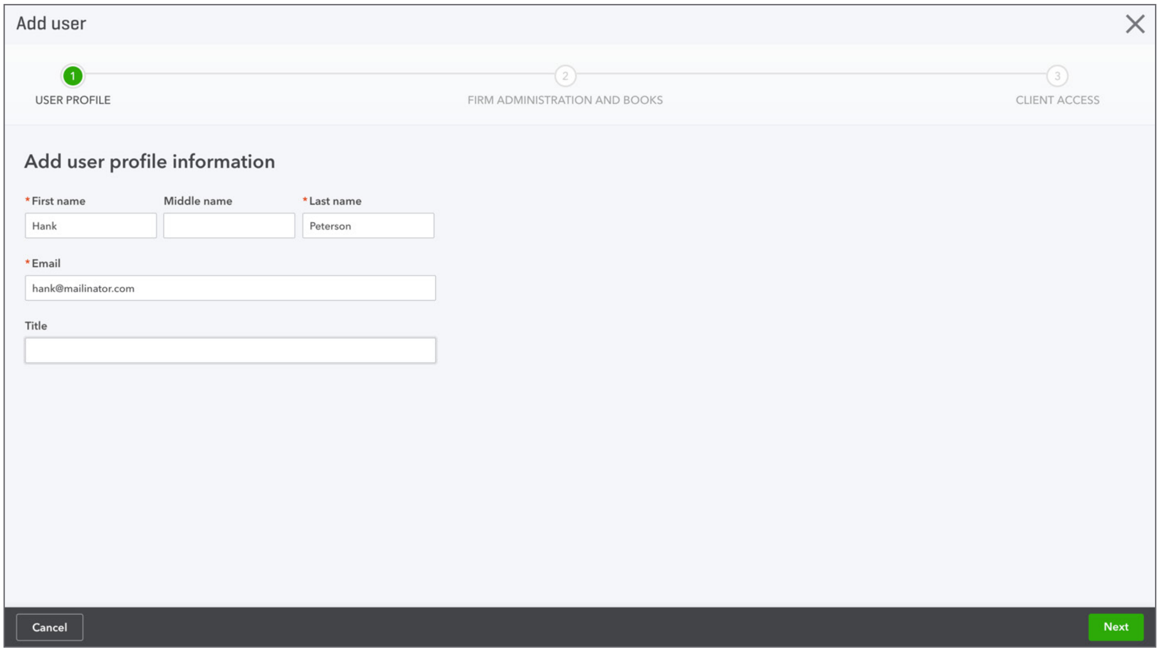
Team

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:

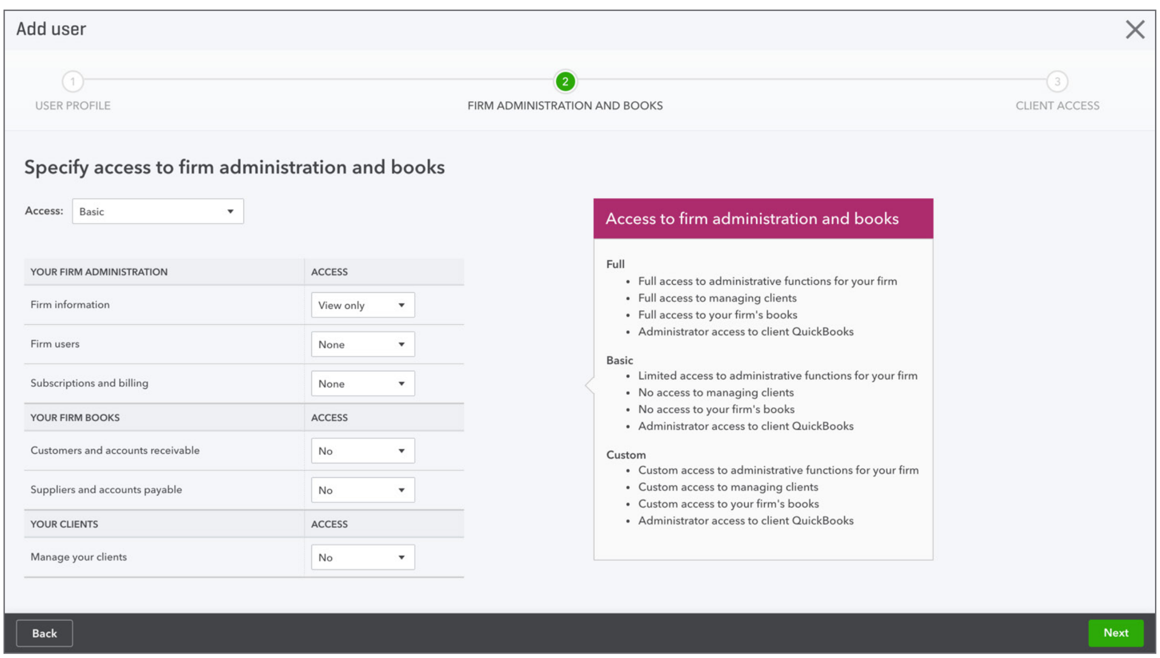
1. Click **Team**.
2. Click **Add User**.

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

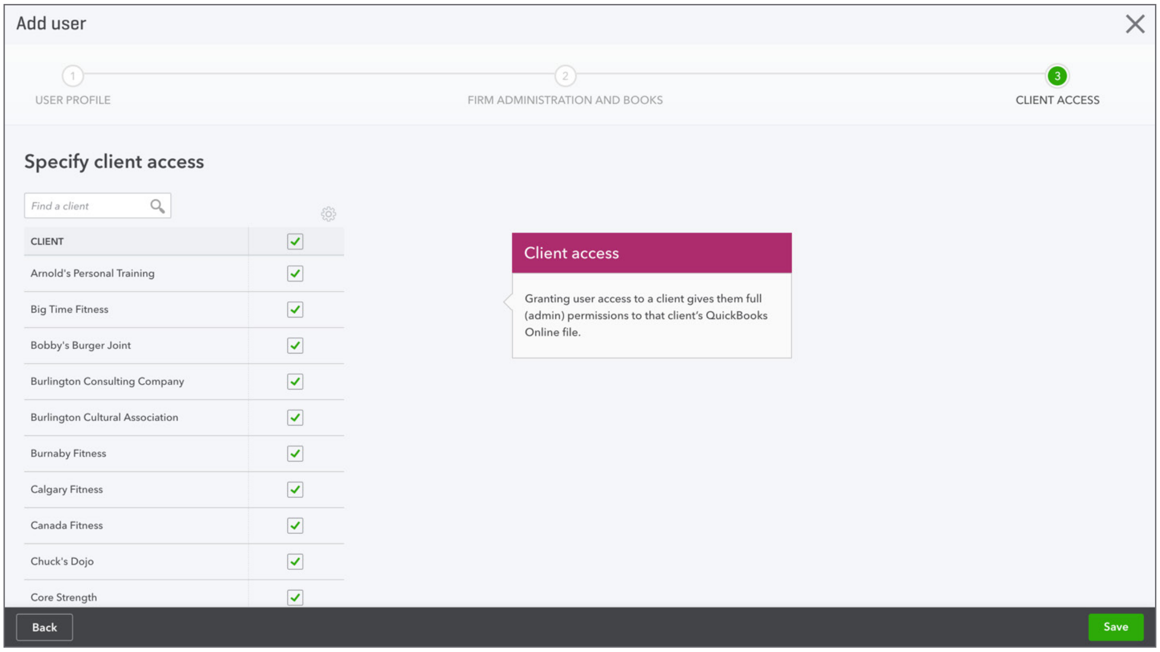


4. Click **Next**.

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



6. Click **Next**.



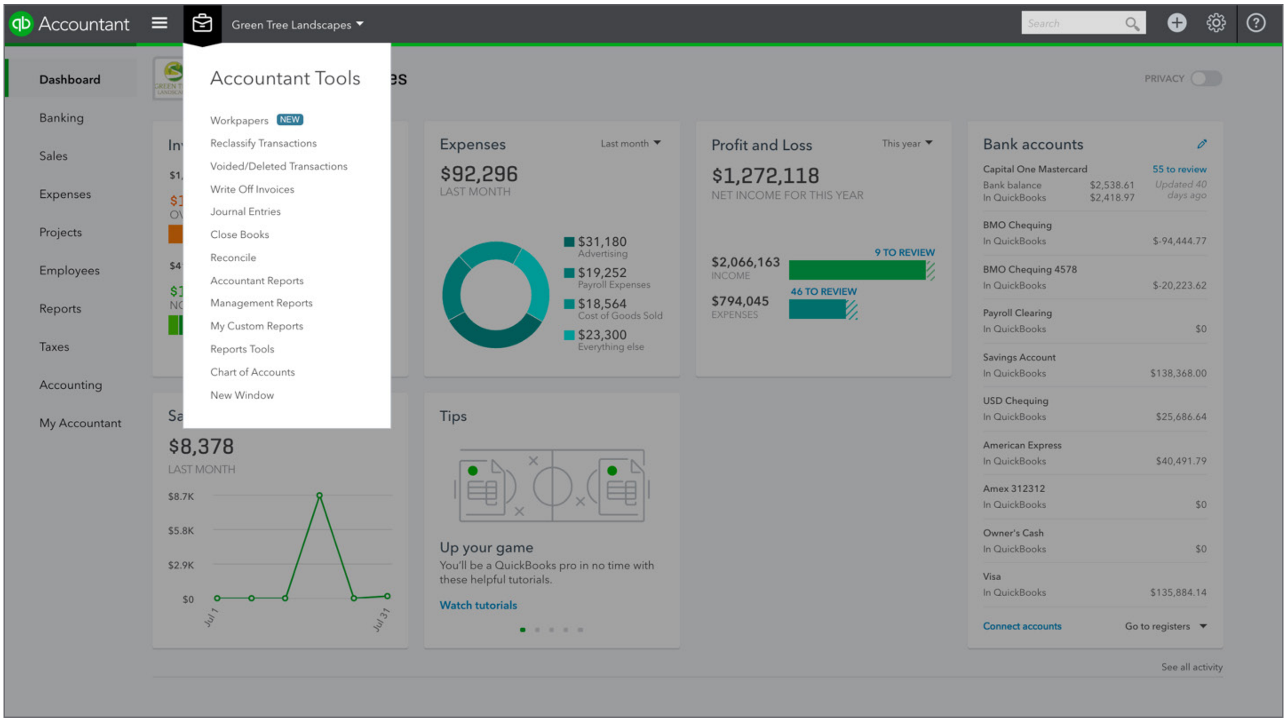
7. Select which clients you want this user to access.

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.

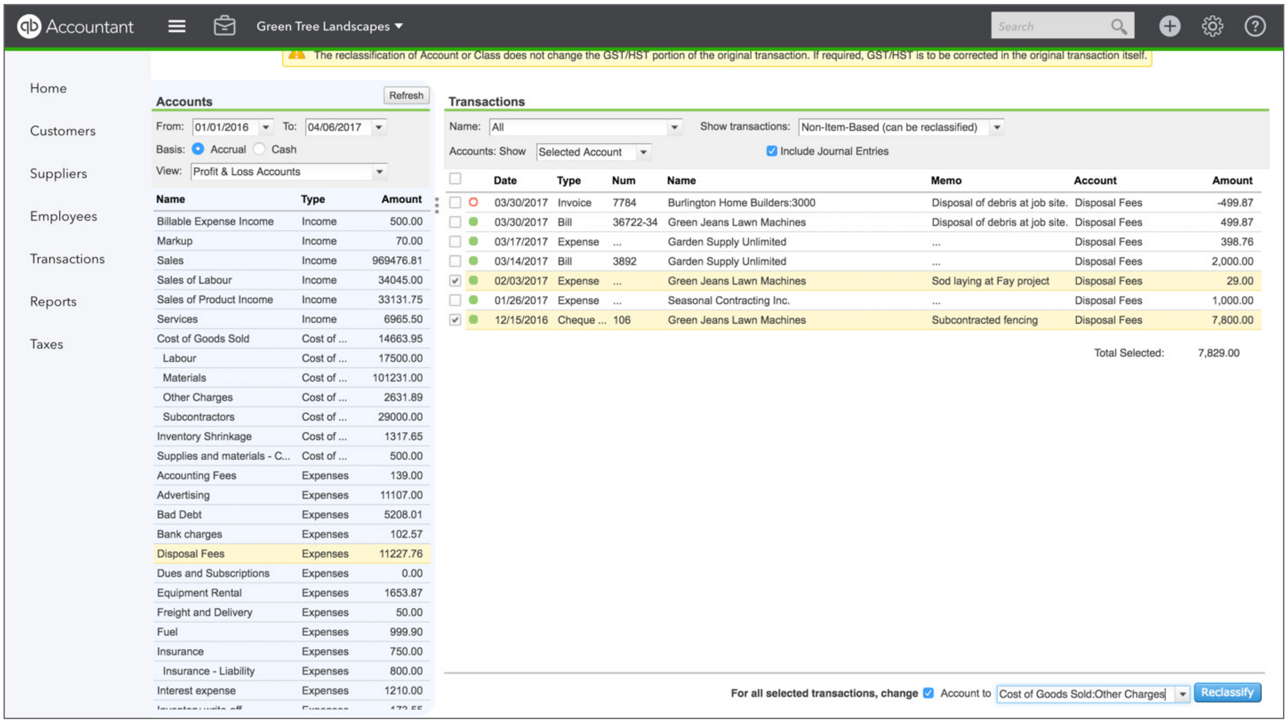


Reclassify Transactions

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.

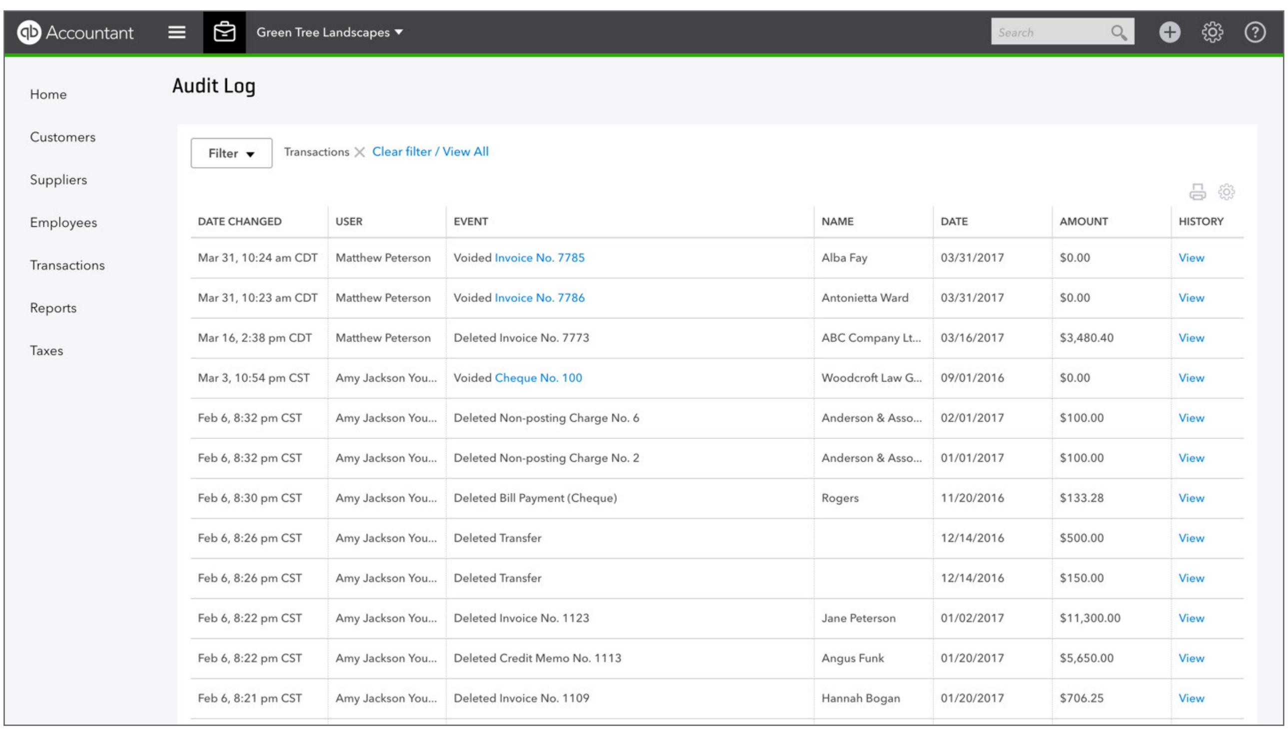
1. In the **Accountant Toolbox**, click Reclassify Transactions.
2. Enter the **Date** range.
3. Click the **Account** name you want to review.
4. Select the transaction(s) in the right-hand pane of the window that you want to reclassify to a different account.
5. Next, you must choose the account where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



Voided & Deleted Transactions

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



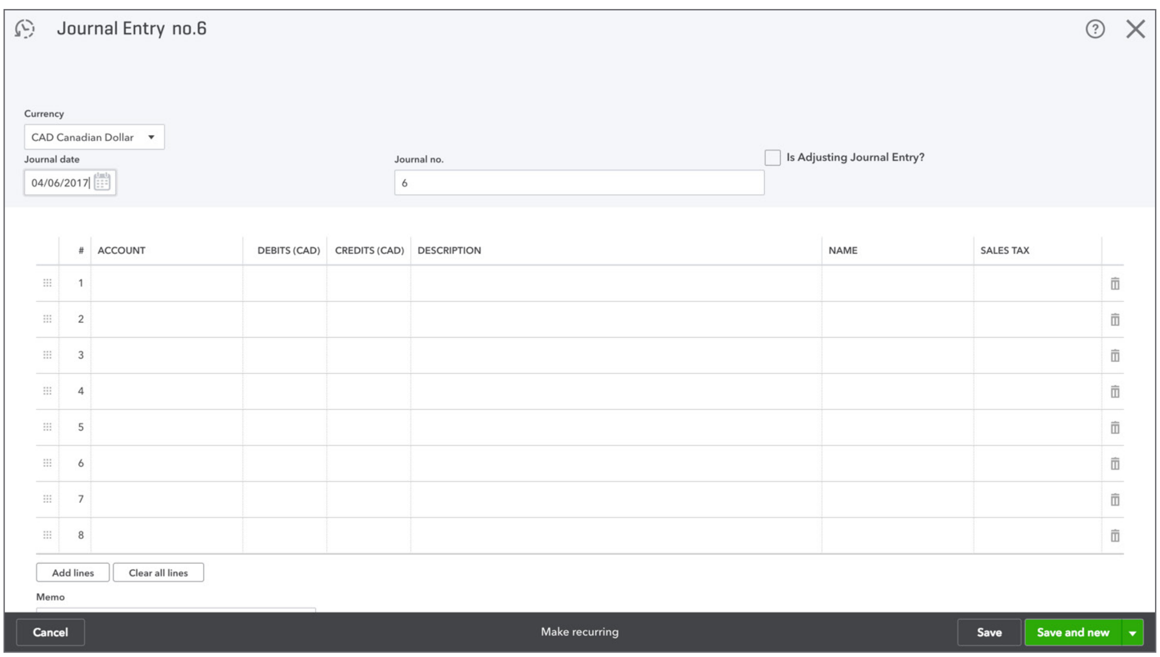
Journal Entry

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.



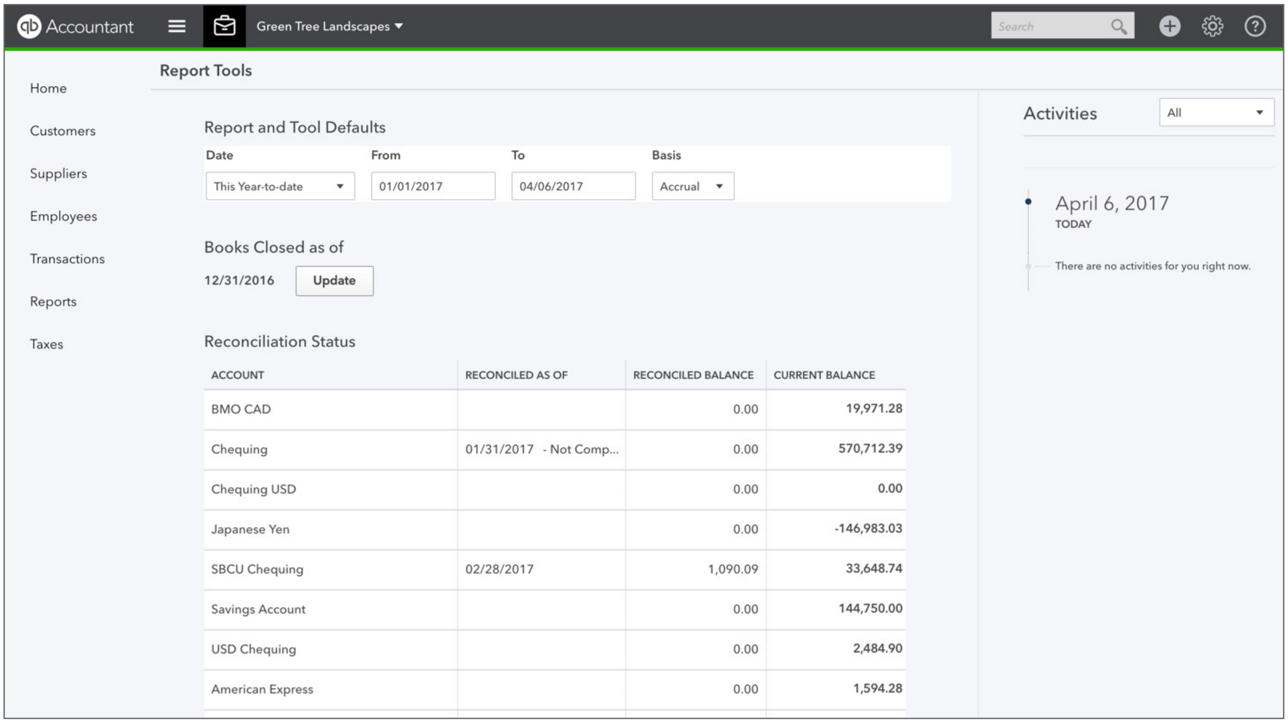
Reports Tools

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**.



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**.