

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 shows the QuickBooks Online Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown menu, a search bar, and utility icons for adding, settings, user profile, and help. The main content area is titled 'Real World Accounting' and 'Amy's clients (82)'. A sidebar on the left lists navigation options under 'YOUR PRACTICE' (Clients, Team, ProAdvisor, Work, Apps) and 'YOUR BOOKS' (Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting). The main table displays a list of clients with columns for Name, Status, For Review, Banking, Status, Items Due, and Workpapers. The table contains the following data:

CLIENTS		BOOKKEEPING		PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Workpapers
Arnold's Personal Training	qb Closed 31-12-2016					
Barrie Marina	qb Closed 31-05-2017					
Barrie Minor Hockey Association	qb					
Big Time Fitness	qb Closed 31-12-2015					
Bob's Bodyguard Service	qb					
Bobby's Burger Joint	qb					
Burlington Charity	qb					
Burlington Consulting	qb Closed					

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.

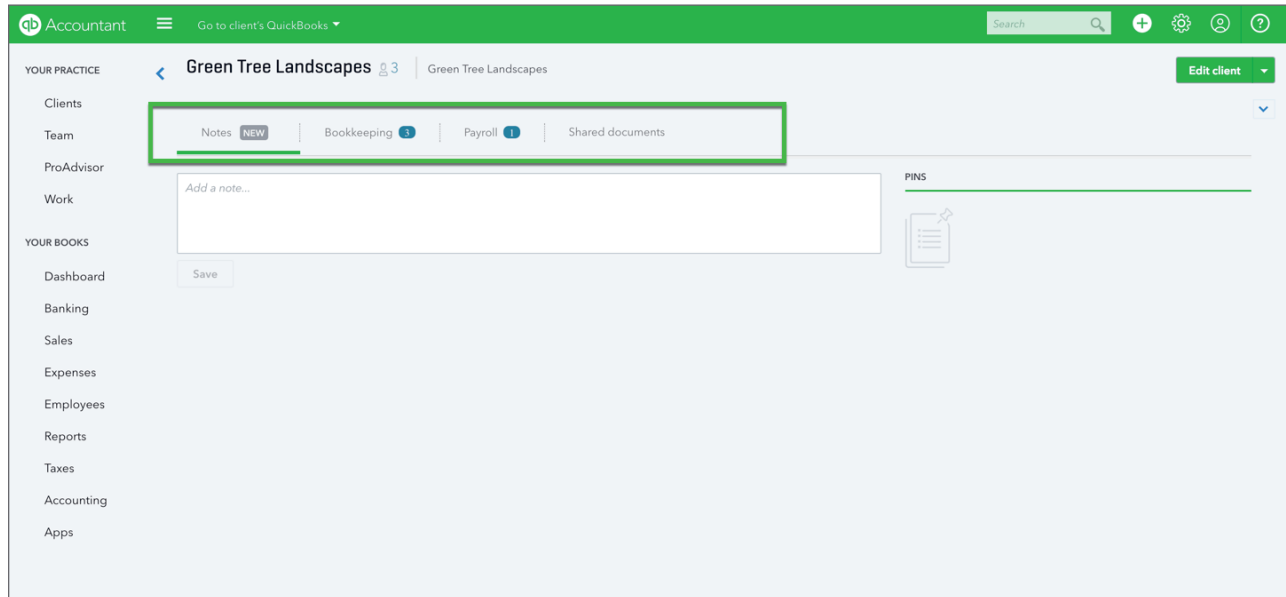
▶ Client List

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

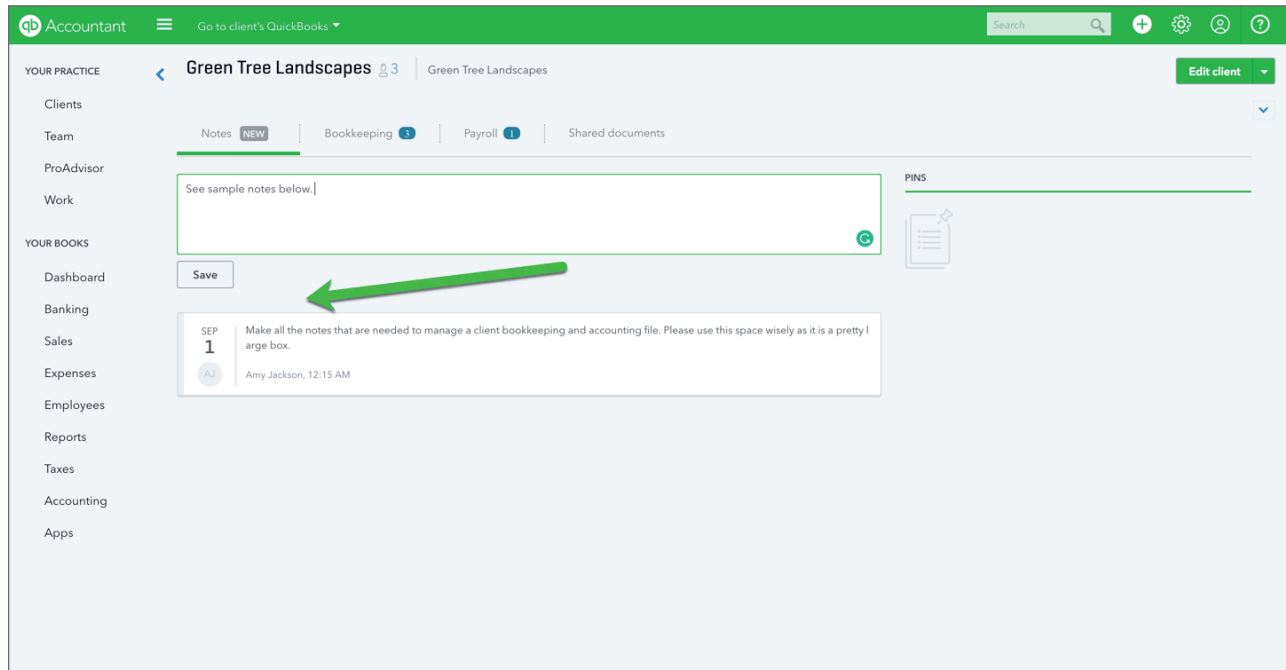
The screenshot shows the QuickBooks Online Accountant interface for 'Real World Accounting'. The left navigation bar is visible, with 'Clients' selected under the 'YOUR PRACTICE' section. The main content area displays a table of clients. A green box highlights the 'Clients' section of the table, which includes columns for Name, Status, For Review, Banking, and Status. The table lists several clients, including Arnold's Personal Training, Barrie Marina, Barrie Minor Hockey Association, Big Time Fitness, Bob's Bodyguard Service, Bobby's Burger Joint, Burlington Charity, and Burlington Consulting. The status for most clients is 'Closed' with a date.

CLIENTS		BOOKKEEPING			PAYROLL		TAX
Name	Status	For Review	Banking	Status	Items Due	Workpapers	
Arnold's Personal Training	qb Closed 31-12-2016						
Barrie Marina	qb Closed 31-05-2017						
Barrie Minor Hockey Association	qb						
Big Time Fitness	qb Closed 31-12-2015						
Bob's Bodyguard Service	qb						
Bobby's Burger Joint	qb						
Burlington Charity	qb						
Burlington Consulting	qb Closed						

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 'Account watchlist' table with the following data:

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	

The 'Review in QuickBooks' sidebar contains the following information:

- 2 changes to closed books 31-12-2016 [Review now](#)
- 55 unaccepted transactions Downloaded 22-07-2017 [Review now](#)
- Changes to reconcile 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 'Payroll' section with the following information:

Next pay date: 25-08-2017 Last pay date: 29-09-2017 All pay cheques | [Run payroll](#)

Recent tax payments dropdown menu is highlighted with a green arrow.

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

The 'Review in QuickBooks' sidebar shows: 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', with 'Shared documents' being the active tab. A 'Batch Actions' dropdown menu is visible above a table. The table has columns for 'DOCUMENT', 'REQUEST', 'DATE UPLOADED', and 'ACTION'. One document is listed: 'Larry Landscaping Bank QBO' with a date of 'Jul 11' and a 'Download' link. A navigation bar at the bottom of the table shows '< First Previous 1-1 of 1 Next Last >'. The left sidebar contains navigation options for 'YOUR PRACTICE' (Clients, Team, ProAdvisor, Work) and 'YOUR BOOKS' (Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, Apps).

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 area is titled 'Add user profile information'. It contains three input fields for 'First name' (containing 'Hank'), 'Middle name' (empty), and 'Last name' (containing 'Peterson'). Below these is an 'Email' field with 'hank@mailinator.com' and a 'Title' field (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 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 columns 'YOUR FIRM ADMINISTRATION' and 'ACCESS'. The table has three sections: 'YOUR FIRM ADMINISTRATION', 'YOUR FIRM BOOKS', and 'YOUR CLIENTS'. A callout box on the right titled 'Access to firm administration and books' lists the permissions for 'Full', 'Basic', and 'Custom' access levels.

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
YOUR CLIENTS	
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

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.

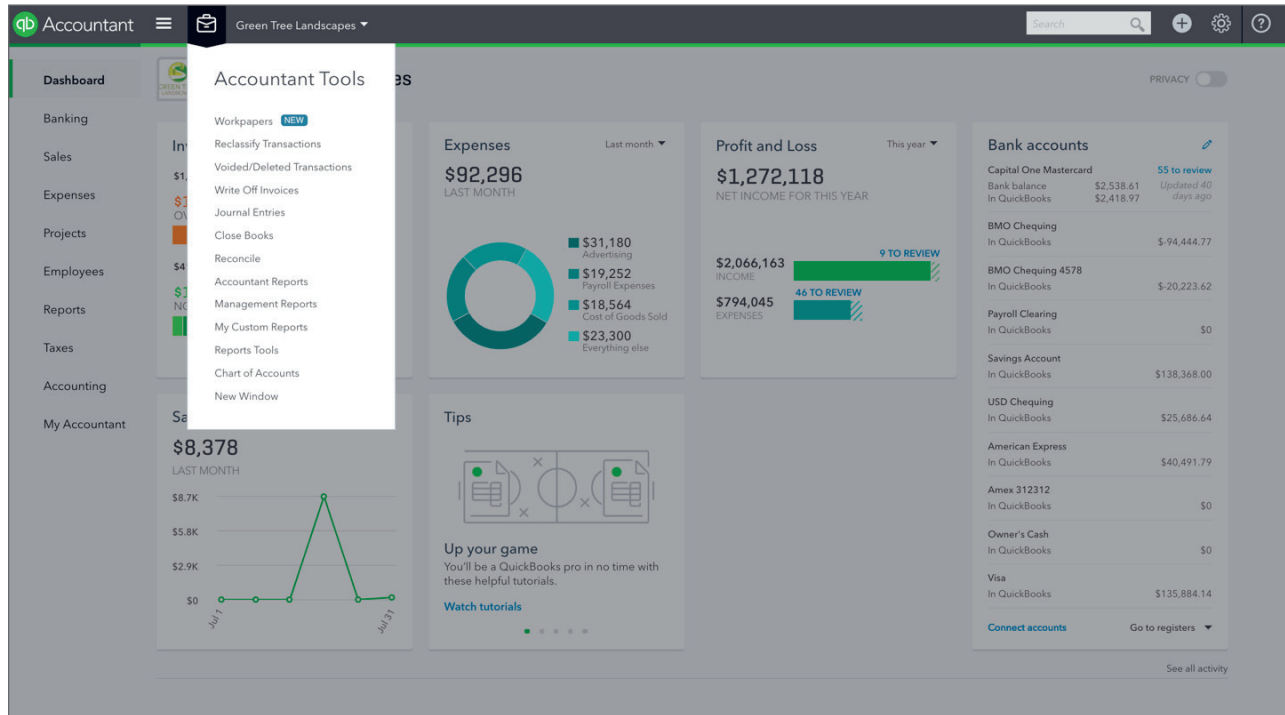
7. Select which clients you want this user to access.

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'. A warning message at the top states: 'The reclassification of Account or Class does not change the GST/HST portion of the original transaction. If required, GST/HST is to be corrected in the original transaction itself.' The interface is divided into two main sections: 'Accounts' and 'Transactions'.

Accounts Section:

- From: 01/01/2016 To: 04/06/2017
- Basis: Accrual (selected) / Cash
- View: Profit & Loss Accounts
- Table with columns: Name, Type, Amount
- Highlighted row: **Disposal Fees** (Expenses) with a total amount of **11,227.76**.

Transactions Section:

- Name: All
- Show transactions: Non-Item-Based (can be reclassified)
- Accounts: Show Selected Account
- Include Journal Entries:
- Table with columns: Date, Type, Num, Name, Memo, Account, Amount
- Selected transaction: 12/15/2016 Cheque ... 106 Green Jeans Lawn Machines Subcontracted fencing Disposal Fees 7,800.00
- Total Selected: 7,829.00
- Bottom button: For all selected transactions, change Account to Cost of Goods Sold-Other Charges **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 'Audit Log' report in QuickBooks Accountant. The report is filtered by 'Transactions' and shows a list of voided and deleted entries. The interface includes a 'Filter' dropdown and a 'Clear filter / View All' link.

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 [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