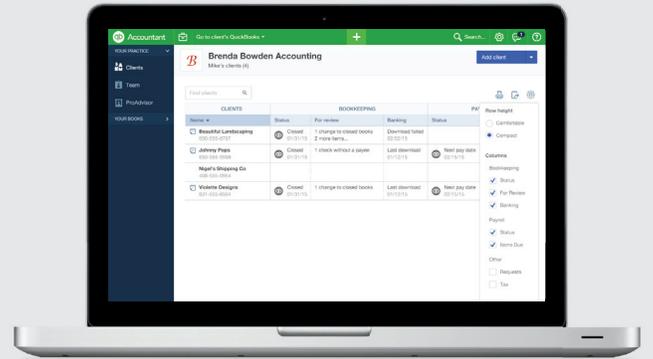
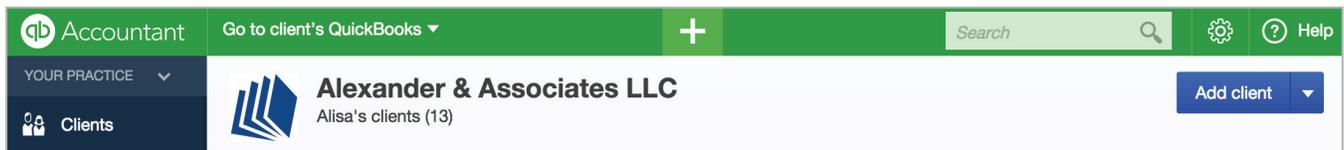


Accountant Toolbar

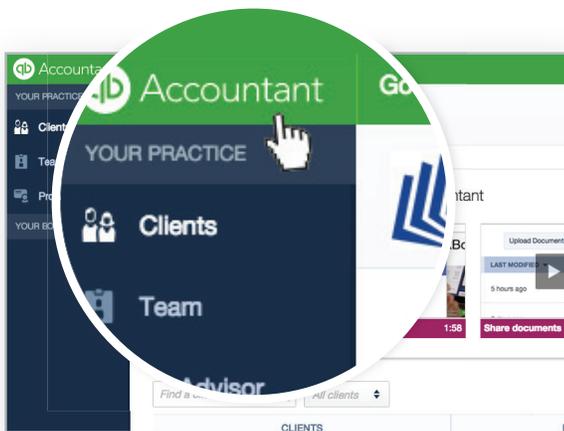
Quickly navigate to wherever you need to be from anywhere in QuickBooks Online Accountant, using the Accountant Toolbar.



Here's what your Accountant Toolbar looks like.

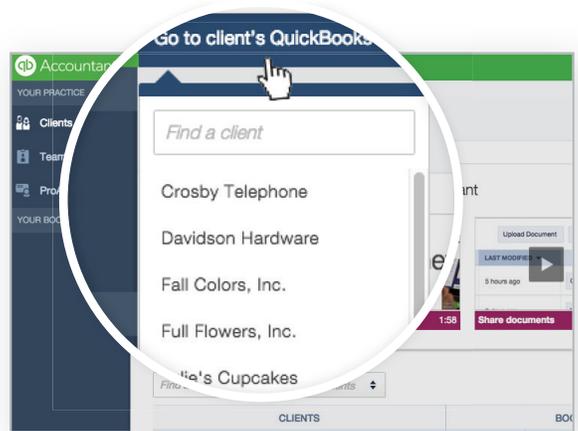


Use the Accountant Toolbar to open clients' books, get help and much more:



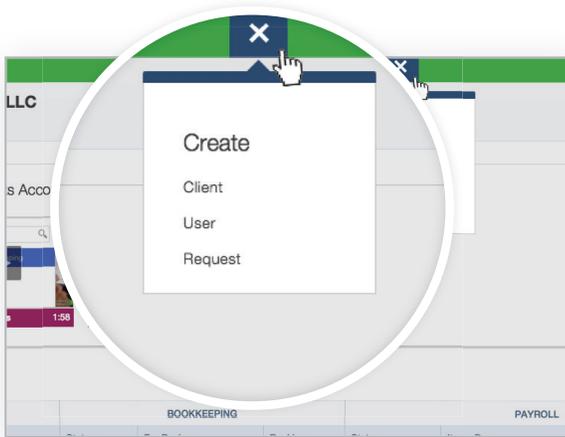
QuickBooks Online Accountant logo

Click on the QuickBooks Accountant logo in the left-hand corner at any time to quickly jump back to your Client Dashboard.



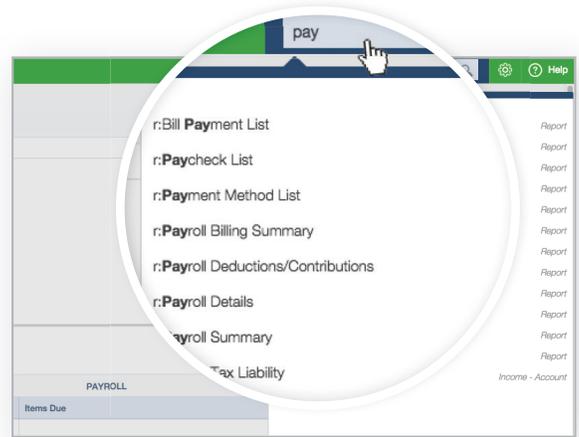
Client list

Click on the "Go to client's QuickBooks" drop-down and select any client's books from the list to open and work in.



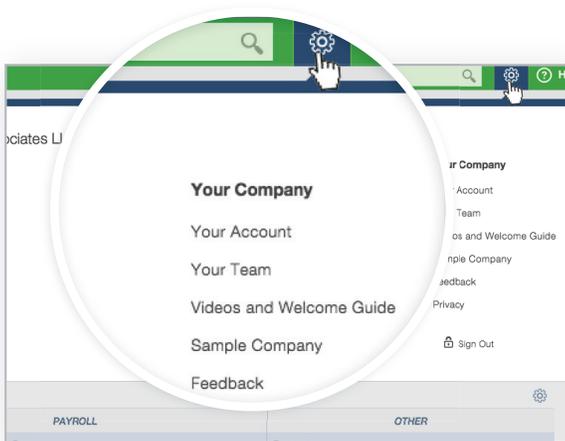
“+” icon

Select the “+” icon to create a new client file, user or request.



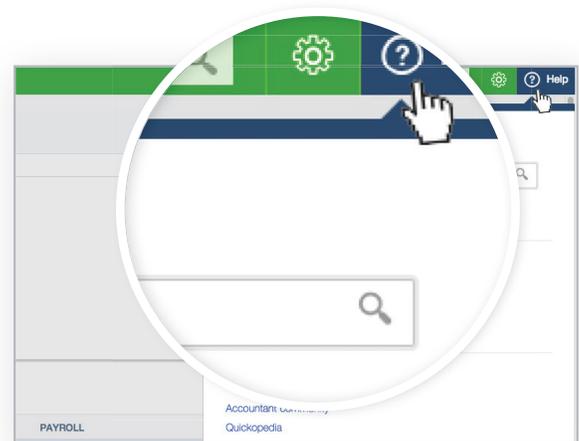
Search bar

Type a query into the search bar to look for recent transactions, reports or customers.



Gear icon

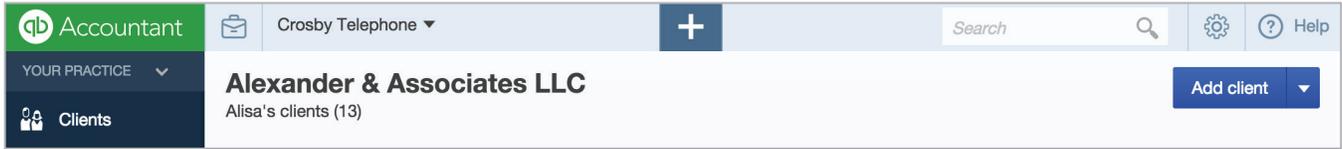
Click on the gear icon in the top-right for a drop-down menu that lets you access Company Settings, Team Access, Tools, Lists and more.



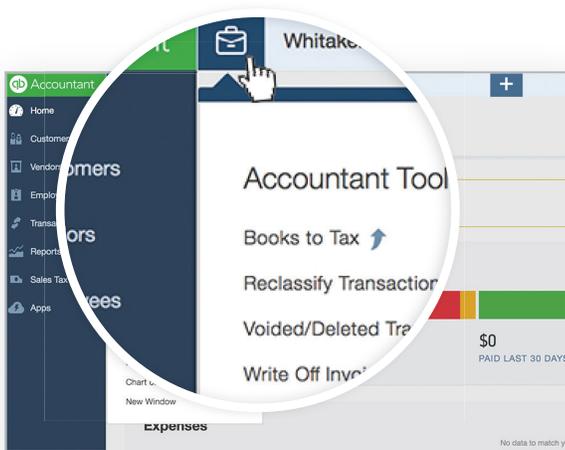
Question mark icon

Select the Help icon to search help topics or chat with live U.S.-based support.

There are even more options when you are in a client's books!

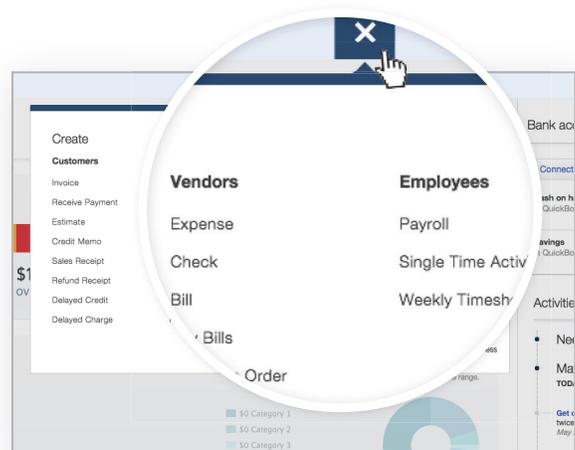


From inside a client's books you can do even more with access to accountant-only tools:



Toolbox icon

Click on the toolbox icon to access accountant-only tools, such as Books-to-Tax, Reclassify Transactions, Write Off Invoices and Accountant Reports.



“+” icon

When you select the “+” icon from inside a client's books you can create a new Invoice, Expense, Purchase Order and more on behalf of the client.

Save time on daily tasks with the Accountant Toolbar
in **QuickBooks Online Accountant!**