

QuickBooks[®] **Online Accountant** is designed to help you free more hours each day and stay focused on your clients' businesses.

Accountant Toolbar

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

A classe	Brenda Bowd Mike's clients (4)	en Account	ing			Add client •
Teem	Find clients Q					
ProAdvisor	CUENTS		BOCKREEPING		PA	Row height
	Namo w	Status	For review	Banking	Status	O Confortable
	Beautiful Landscaping 050-055-0707	Closed 01/01/15	1 change to closed books 2 more items	Download failed 02/02/15		Compact
	Johnny Pops 050-555-0088	Clesed 01/31/15	1 check without a payee	Last dewnload 01/12/15	Next pay date	Columns
	Nigel's Shipping Co 408-555-0954					Bookkeeping
	Violette Designs 831-555-8564	Closed phanas	1 change to closed books	Last download 01/12/15	Next pay date	Scalus For Review
						Bonking Payroll Status Denr Due Other Paquests Tax

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!

Accountant	Crosby Telephone	Search	Q	ŝ	? Help			
YOUR PRACTICE 🗸	Alexander & Associates LLC							
Clients	Alisa's clients (13)							

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**!