
QuickBooks Online Accountant



Welcome Guide

Welcome to QuickBooks Online Accountant

We've remade QuickBooks Online Accountant, inspired by input from you, our users. This guide gives you a roadmap to the changes we've made. Let's get started.

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Get around in QuickBooks Online Accountant

Let's start with some QuickBooks Online Accountant navigation tools:

1 Navigation bar

Get to your client list, your firm's books, your ProAdvisor info and more.

2 Client QuickBooks menu

Choose a client to go right into their QuickBooks account.

3 Create (+) icon

Create a new client, a new QuickBooks Online Accountant user or a new request.

4 Green gear icon

Get to Settings, Lists, Tools and Your Company menus—lots to do and explore here!

The screenshot shows the QuickBooks Online Accountant interface. At the top, a green navigation bar contains the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a '+' icon, a search bar, and settings, chat, and help icons. On the left, a dark sidebar lists 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'. The main content area shows the 'Brenda Bowden Accounting' client profile with an 'Add client' button. Below this is a 'See what's new in Quickbooks Accountant' section with three video thumbnails: 'What's New' (45 sec), 'Client Collaboration' (25 sec), and 'Document Sharing' (15 sec). A 'Prefer reading?' link is also present. At the bottom, a 'Find clients' search bar is above a table with columns for CLIENTS, BOOKKEEPING, and PAYROLL.

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 650-555-6767	qb Closed 01/31/15	1 change to closed books 2 more items...	Download failed 02/02/15		
Johnny Pops 650-555-9988	qb Closed 01/31/15	1 check without a payee	Last download 01/12/15	qb Next pay date 02/15/15	1 tax, 2 forms earliest 02/15/15
Nigel's Shipping Co 408-555-0964					
Violette Designs 831-555-8564	qb Closed 01/31/15	1 change to closed books	Last download 01/12/15	qb Next pay date 02/15/15	2 forms earliest 02/15/15

The Client Dashboard

The Client Dashboard is the jumping-off point for many tasks you do for your clients. You can see important things coming up in your clients' books, payroll and taxes in the Client Dashboard.

- 1 Click to get details about a client.
- 2 Click to go to client's books.
- 3 See bookkeeping activities.
- 4 Click to go to client's payroll.
- 5 See payroll activities.
- 6 Customize your Client Dashboard.

Accountant Go to client's QuickBooks + Search... ?

Brenda Bowden Accounting Mike's clients (4) Add client

See what's new in Quickbooks Accountant

What's New 45 sec Client Collaboration 25 sec Document Sharing 15 sec

Prefer reading? Learn the new features of QuickBooks Accountant

Find clients

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 650-555-6767	Closed 01/31/15	1 change to closed books 2 more items...	Download failed 02/02/15	Next pay date 02/15/15	1 tax, 2 forms earliest 02/15/15
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QUICK TIP

From the gray gear icon (number 6), you can add a Tax column to your Client Dashboard, remove Payroll, and make other changes to optimize the Client Dashboard for your practice.

Add a client

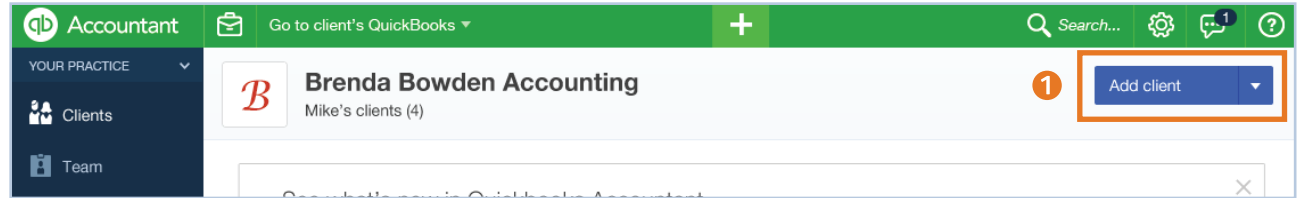
Here's how you add all your clients to QuickBooks Online Accountant:

- 1 Click the big blue Add Client button.
- 2 Fill out this client's contact info. If this client doesn't use QuickBooks Online, click Save. You're done.
- 3 Choose a QuickBooks product (with or without Payroll) to subscribe this client to. (Optional)
- 4 Choose wholesale (you get billed) or retail (client gets billed) billing.
- 5 Choose the Master Admin for this client's QuickBooks Online account.
- 6 Click Save.

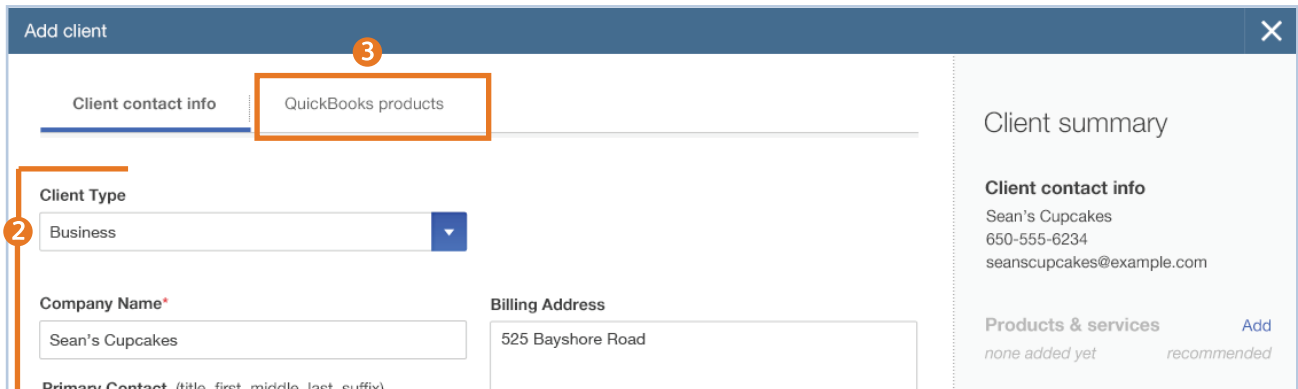


QUICK TIP

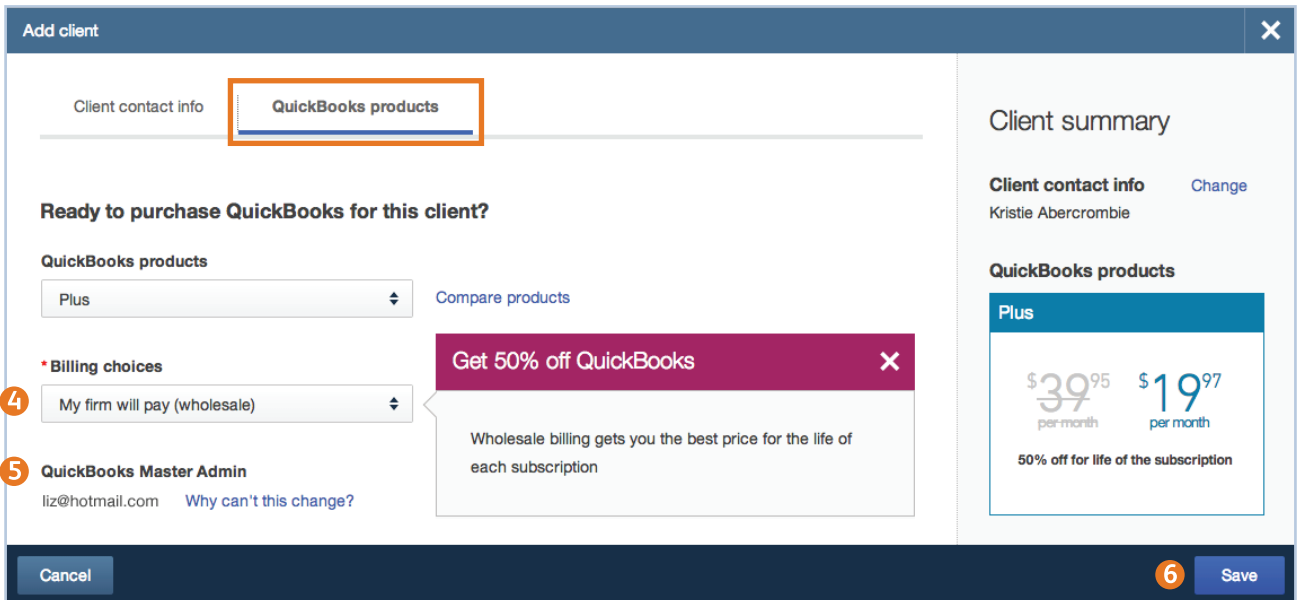
Wholesale billing lets you both make a profit and pass on a never-expiring discount to your clients for QuickBooks Online with or without Payroll.



QB ACCOUNTANT HOME > ADD CLIENT BUTTON



ADD CLIENT > FILL OUT CLIENT INFO > CHOOSE QUICKBOOKS PRODUCT



ADD CLIENT > QUICKBOOKS ONLINE PRODUCTS > CHOOSE BILLING OPTION

Dig into client details

Click the name of any client in the Client Dashboard to see lots of information about that client.

There's lots to see and do on this page:

- 1 See this client's contact info.
- 2 Click to start doing taxes for this client using Books-to-Tax.
- 3 Go straight to the right place in this client's QuickBooks to do this task.
- 4 Make or change notes about your client.
- 5 See accounts that need review.
- 6 See payroll tax payments and recent forms filed.
- 7 Check recent requests for documents.
- 8 Store shared and private documents inside QuickBooks Online Accountant.

The screenshot displays the QuickBooks Online Accountant interface for a client named "Beautiful Landscaping". The interface includes a navigation menu on the left with sections for "YOUR PRACTICE" (Clients, Team, ProAdvisor) and "YOUR BOOKS". The top header shows the user's name "Gina Han" and a search bar. The main content area features tabs for "Bookkeeping", "Payroll", "Requests", and "Documents". The "Account Watchlist" table is prominently displayed, listing various accounts with their current balances and last reconciled dates. On the right side, there are sections for "Books status", "For review" (including a "Sales tax overdue" notice), and "32 unaccepted transactions".

ACCOUNT	CURRENT	LAST RECONCILED
Checking Account	\$12,345.00	01/30/2015
Accounts Receivable	\$5,000.00	01/30/2015
Payables	\$1,200.00	01/31/2015
Undeposited Funds	\$2,000.00	12/30/2014
Sales Tax	\$2,000.00	
Unclassified DTX	39/\$1,350.00	

Work in client books

Let's start with some QuickBooks Online Accountant navigation tools:

- 1 Return to QuickBooks Online Accountant home.
- 2 Open the Accountant Toolbox to access some of your most commonly used tools.
- 3 Choose a different client to go directly to their books.
- 4 Create new items in your client's books.

The screenshot shows the QuickBooks Online Accountant interface for a client named "Beautiful Landscaping" as of Wednesday, February 18, 2015. The interface is annotated with four numbered steps:

- 1**: Points to the "qb Accountant" logo in the top left navigation bar.
- 2**: Points to the "Beautiful Landscaping" client name in the top navigation bar.
- 3**: Points to the "+" icon in the top navigation bar, used to create new items.
- 4**: Points to the "+" icon in the top navigation bar, used to create new items.

The main dashboard displays financial data for the client:

- Income**: A horizontal bar chart showing three categories: OPEN INVOICES (\$1,988), OVERDUE (\$2,024), and PAID LAST 30 DAYS (\$0).
- Expenses**: A donut chart showing expenses since 30 days ago, totaling \$221. The breakdown is: Advertising (\$100), Commissions & fees (\$66), and IPN Fees (\$55).
- Profit and Loss**: A line chart showing net income. The current net income is \$850, and the total income is \$1,071.

On the right side, there are sections for "Bank Accounts" (listing QB Account, Innovation days, Checking 1, and Amex) and "Activities" (listing "Need Attention" items like an overdue invoice and a timesheet, and a reminder to deposit funds, along with the date "February 18, 2015 TODAY").

Work on a client's payroll

From the Client Dashboard, you can see a client's last paycheck date and the next payroll item coming due.

Client QuickBooks Payroll

Click the QB icon to drill into a client's QuickBooks Payroll account. To get to a client's Payroll details, click that client's name in the dashboard. Then click the Payroll tab.

Payroll Details

On the Payroll details tab, you can see recent payroll tax payments and form filings.

QUICK TIP

You asked, we listened. You can now offer your clients wholesale Payroll integrated with QuickBooks Online.

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 650-555-6767	Closed 01/31/15	1 change to closed books 2 more items...	Download failed 02/02/15		
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Nigel's Shipping Co 408-555-0964					

ACCOUNTANT HOME PAGE > CLIENT DASHBOARD > PAYROLL STATUS

Payroll status

Next Pay Date: 02/15/15
Last Pay Date: 01/30/15
(5 checks issued)
All paychecks

For review

▼ Tax payments

CA SUI / ETT
due on 01/31/2015 at
5:00 pm PST
Pay now | ▼

Quarterly Payment Overdue
due on 07/31/2015 at
5:00 pm PST
File now | ▼

TAX PAYMENT	PAID	AMOUNT	PERIOD
WI Income Tax	01/30/2015	\$25,345.00	Jan 16 to Jan 30
WI Income Tax	01/30/2015	\$5,000.00	Jan 16 to Jan 30
Federal Taxes (941/944)	01/30/2015	\$1,200.00	Jan 16 to Jan 30
WI Income Tax	01/01/2015	\$200,000.00	Jan 01 to Jan 15
WI Income Tax	12/31/2014	\$5,000.00	Dec 15 to Dec 30

CLIENT DASHBOARD > PAYROLL TAB

WORKING WITH CLIENTS

Do a client's taxes

With Books-to-Tax, you can map your clients' books directly and into tax forms.

To do a client's taxes:

- 1 Go to the Accountant Toolbox and choose Books-to-Tax.
- 2 Choose an account to map to a tax form.
- 3 Make any adjustments needed to the tax form.
- 4 QuickBooks Online Accountant connects to Intuit® Tax Online so you can file or print the tax form.



QUICK TIP

Books-to-Tax works for U.S. tax filings only.

The screenshot shows the QuickBooks Online Accountant interface for a client named 'Beautiful Landscaping'. The 'Accountant' menu is open, and 'Books-to-Tax' is highlighted with an orange box. The main dashboard shows a balance sheet with a \$2,024 OVERDUE amount and a \$0 PAID LAST 30 DAYS amount. The right sidebar shows 'Bank Accounts' with a list of accounts including QB Account, Innovation days, Checking 1, and Amex.

ACCOUNTANT TOOLBOX > CHOOSE BOOKS-TO-TAX

The screenshot shows the 'Books to Tax: Beautiful Landscaping' window. The 'Mappings' tab is active, showing a table of account mappings. The 'Tax Form 1120s (2013)' window is also visible, showing a balance sheet for assets and liabilities.

ACCOUNT	TYPE	BALANCE	TAX INPUT FIELD
Buildings	Fixed Asset	150,000	
Warehouse equipment	Fixed Asset	7,100	
Checking	Bank	29,000	L / Cash
Savings	Bank	35,000	L / Cash
Petty cash	Bank	350	L / Cash
Undeposited funds	Other Current Assets	1,600	L / Other current assets
Inventory asset	Other Current Assets	2,250	L / Other current assets
Employee advances	Other Current Assets	5,250	L / Other current assets
Pre-paid insurance	Other Current Assets	800	L / Other current assets

DESCRIPTION	ENDING
Schedule L, Balance Sheets per Books: Assets	
Buildings and other depreciable assets	157,000
Less accumulated depreciation	(3,118)
Depletable assets	93,825
Less accumulated depletion	(335)
Land (net of any amortization)	150,000
Intangible assets (amortizable only)	7,000
Less accumulated amortization	(1,697)
Other assets	74,732
Total assets	149,178
Schedule L, Balance Sheets per Books: Liabilities and Shareholders' Equity	
Accounts payable	15,530

BOOKS-TO-TAX > MAPPING TO A TAX FORM

SHARING DOCUMENTS

Request documents

You can request and share documents with your clients right inside of QuickBooks Online Accountant.

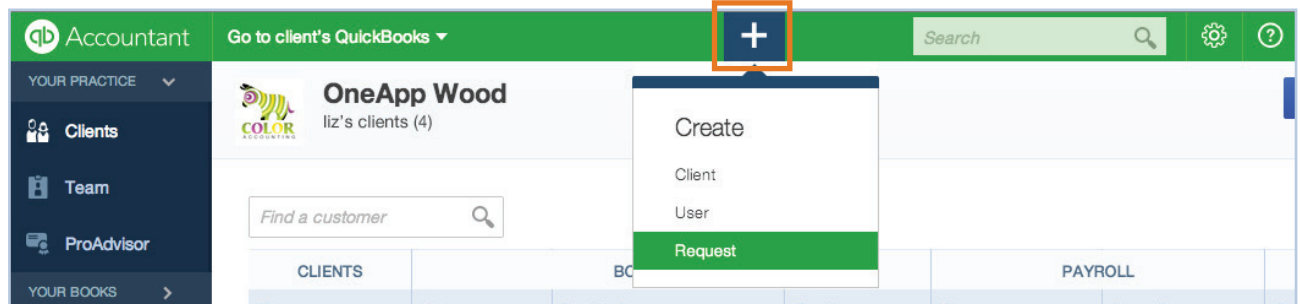
Note: The Master Admin for your QuickBooks Online Accountant account must set up a Box account before you can request or receive documents.

Here's how you request documents:

- 1 Click the Create (+) icon.
- 2 Choose Request.
- 3 Choose the client to request a document from.
- 4 Fill out the form. Choose a due date.
- 5 Send your request. Your client gets the email you can see on the right side of the Request window.

QUICK TIP

You can request up to 10 documents at once.



ACCOUNTANT HOME PAGE > CREATE (+) ICON

REQUEST FORM

Track a document request

When your client sends you back the document you requested, you'll get notified in QuickBooks Online Accountant.

Here's how you access that document:

- 1 In the Client List, click the client's name.
- 2 On the client's page, click the Requests tab.

You'll see your request, whether your client has uploaded the documents you need, and when they uploaded each document.

The screenshot shows the QuickBooks Online Accountant interface for a client named 'Beautiful Landscaping'. The interface is divided into a left sidebar and a main content area. The sidebar includes sections for 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'. The main content area shows a navigation bar with tabs for 'Bookkeeping', 'Payroll', 'Requests', and 'Documents'. The 'Requests' tab is selected and highlighted with an orange box. Below the navigation bar, there is a search bar and a dropdown menu set to 'Showing: All requests'. The main content area displays a request titled 'Month End Materials' sent to Gina Han on May 20, 2015, with a 'Due in 5 days' status. The request includes a message from Gina Han asking for documents and a link to 'Engagement_Letter.doc'. Below the message, there is a list of documents: 'Bank of Middlefield statement' (uploaded 24 minutes ago), 'Evans Mobile credit card statement' (uploaded 26 minutes ago), and 'Payroll spreadsheet' (not yet uploaded). Each document has a 'View document' or 'Upload document' link. Below this, there is another request titled '2013 Tax documents' sent to Gina Han on May 12, 2015, with a 'Due in 30 days' status. This request includes a message from Brenda asking for tax documents and a list of documents: 'Michele Ramachandran W2', 'Colleen F. Grist W2', 'Jacint Tumacder W2', and 'Daniel Gregory Meyer W2', all of which are 'Not yet uploaded' and have 'Upload document' links.



QUICK TIP

To see all your shared and private documents in a list, click the Documents tab.

Manage your own firm

You get a free subscription to QuickBooks Online with Payroll to manage your own firm when you sign up for QuickBooks Online Accountant.

Click Your Books in the navigation bar to manage your own firm's books and payroll.



QUICK TIP

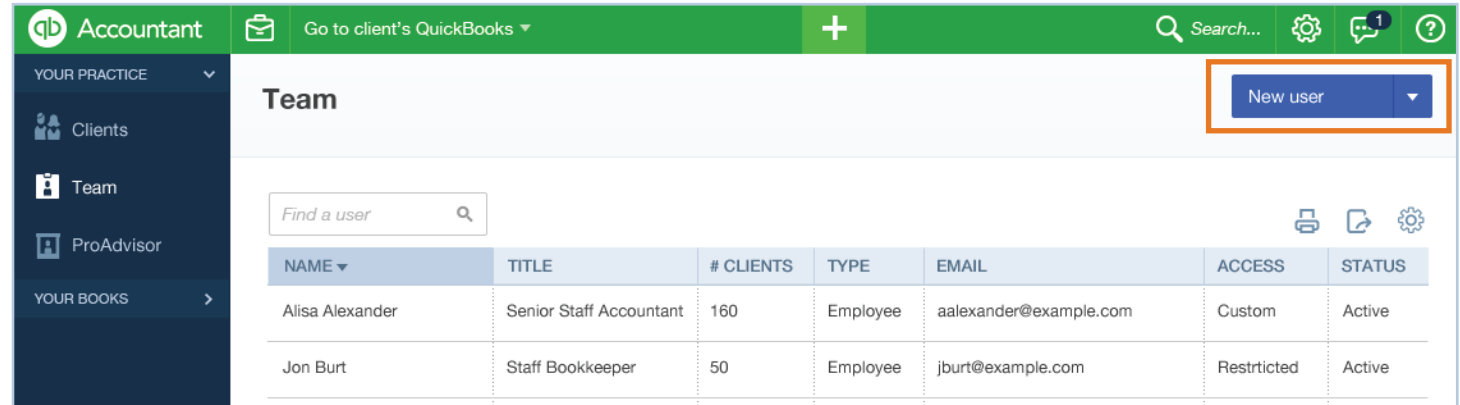
When you enter clients into your practice, they get automatically added to your QuickBooks as customers.

The screenshot shows the QuickBooks Online Accountant interface for a client named 'Brenda Bowden Accounting' on Wednesday, February 18, 2015. The left navigation bar has 'YOUR BOOKS' highlighted with an orange box. The main dashboard displays three key metrics: Income (\$1,988 OPEN INVOICES, \$2,024 OVERDUE, \$0 PAID LAST 30 DAYS), Expenses (\$221 SINCE 30 DAYS AGO, broken down into Advertising, Commissions & fees, and IPN Fees), and Profit and Loss (\$850 NET INCOME, \$1,071 INCOME). A right-hand sidebar shows 'Bank Accounts' with a table of accounts (QB Account, Innovation days, Checking 1, Amex) and an 'Activities' section with a 'Need Attention' list including an overdue invoice and a timesheet approval request.

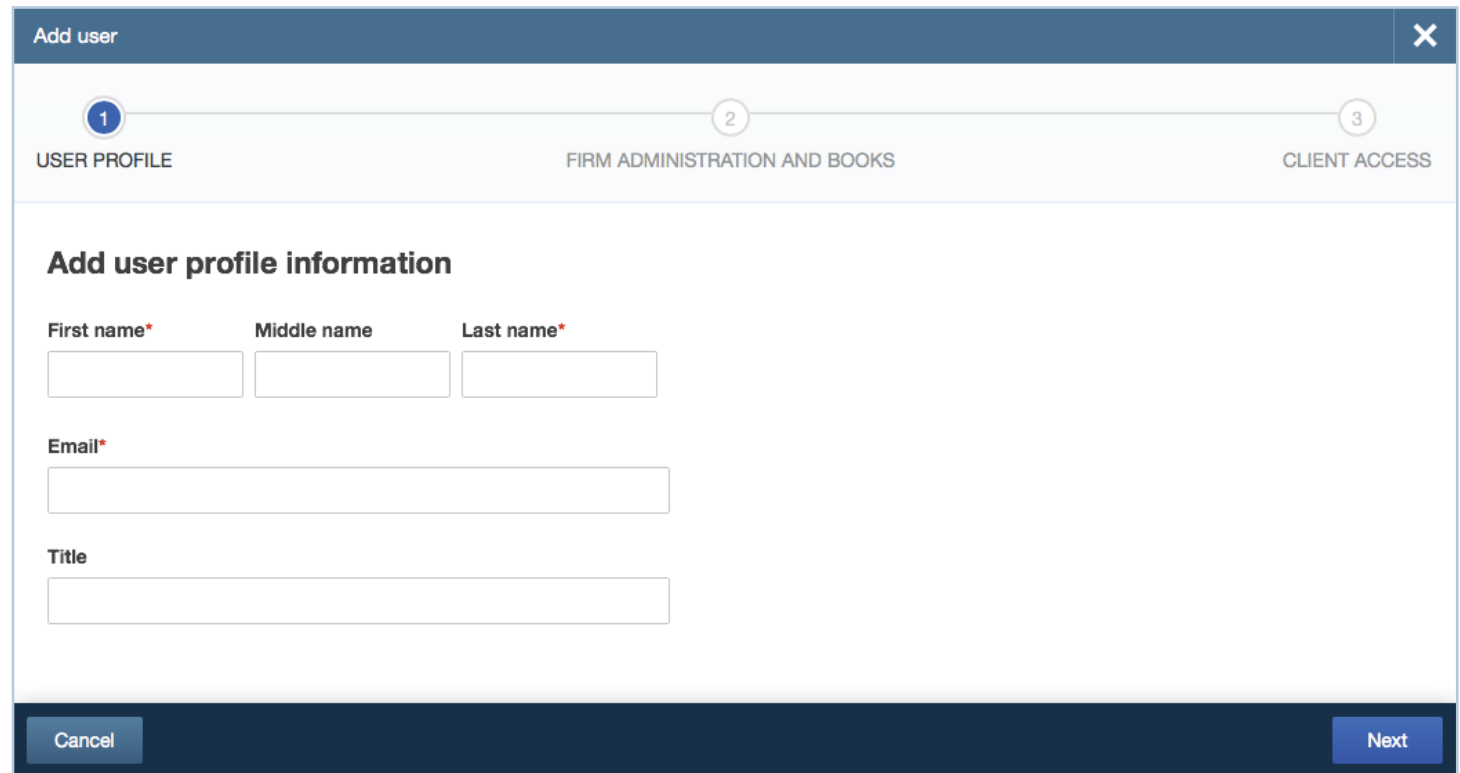
Add a user to QuickBooks Online Accountant

Here's how you add a coworker to your QuickBooks Online Accountant team:

- 1 On the navigation bar under Your Practice, click Team.
- 2 Click New User.
- 3 Enter this user's profile info and click Next.



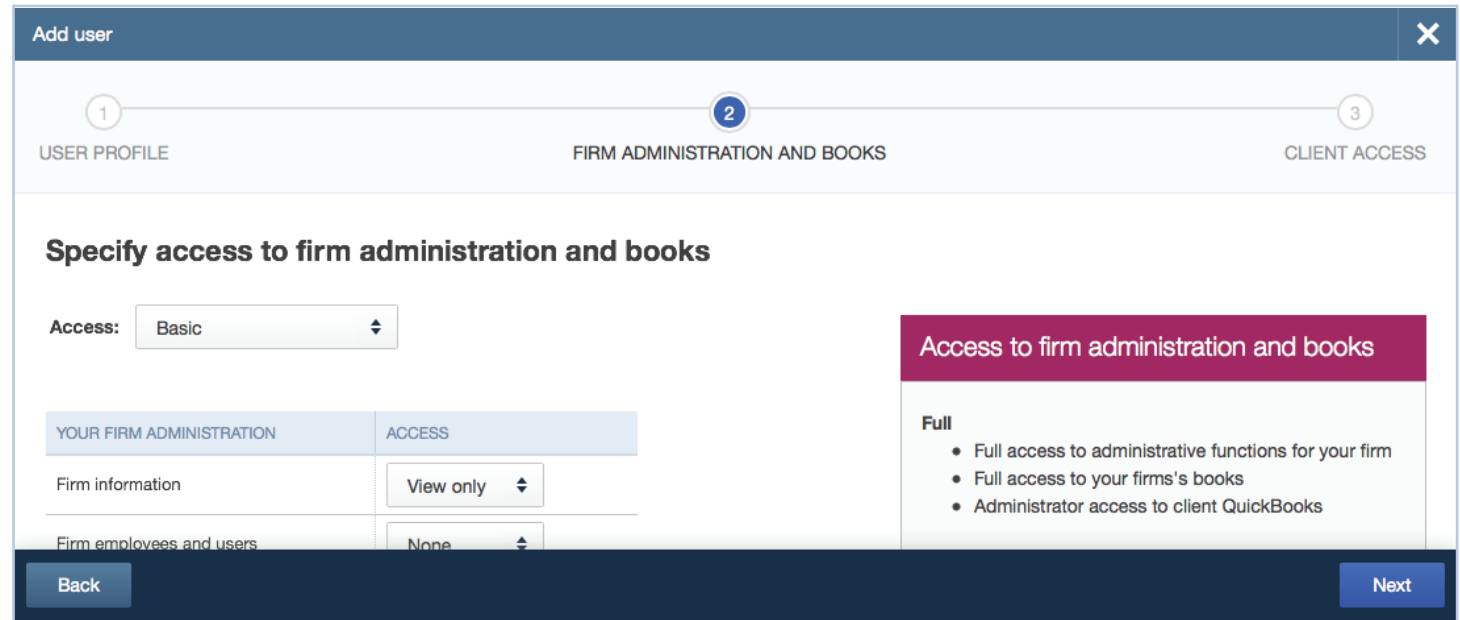
TEAM PAGE > NEW USER BUTTON



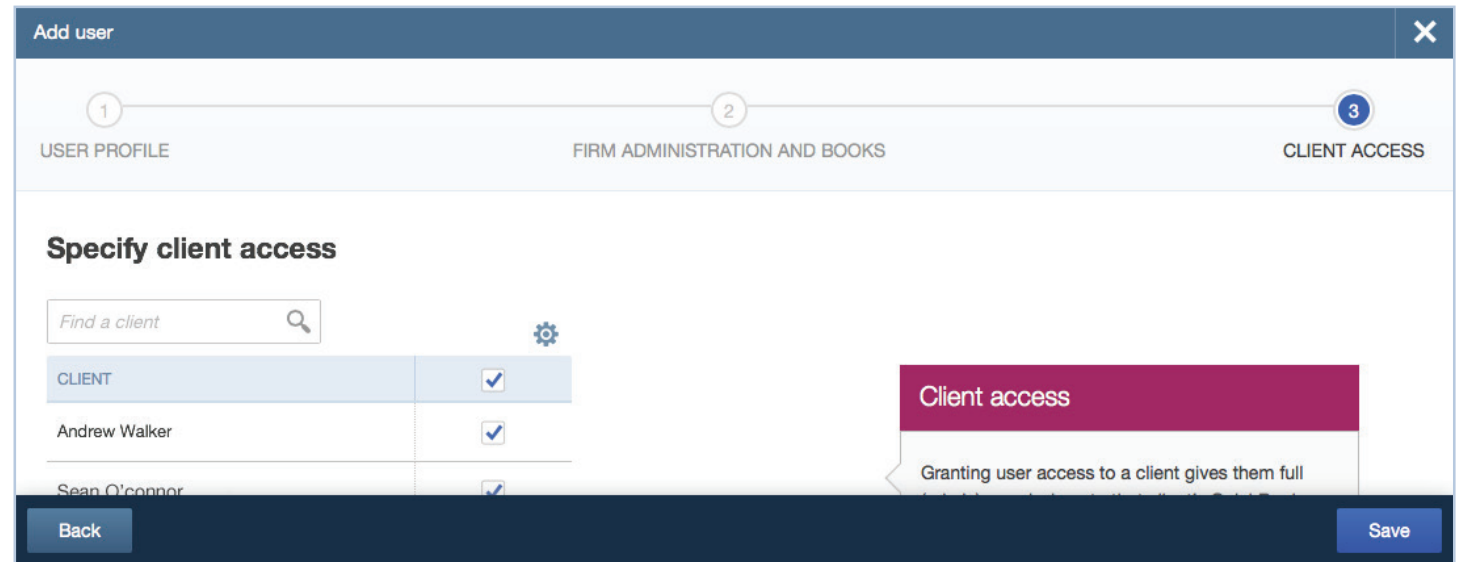
ADD USER

Give a user permissions and clients

- 1 Give this user full or basic access to QuickBooks Online Accountant.
- 2 Choose whether this user can view or manage different parts of your firm.
- 3 Click Next.
- 4 Specify which clients this user can access by checking the box next to each client name.



FIRM ADMINISTRATION AND FIRM BOOKS



CLIENT BOOKS

Access ProAdvisor benefits

If you're a member of Intuit's ProAdvisor Program, you can access all your ProAdvisor benefits inside QuickBooks Online Accountant.

You'll find:

- Free QuickBooks certification training and exams
- Additional (non-certification) training and resources
- Discounts on Intuit products for you and your clients
- ProAdvisor Program notifications
- A place to edit and publish your online directory profile (to help generate client leads)

The screenshot shows the QuickBooks Online Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a search bar, and a 'Go to client's QuickBooks' dropdown. The left sidebar has a 'ProAdvisor' menu item highlighted with an orange box. The main content area displays the user's ProAdvisor status as a 'Gold member' with 3 clients certified. Below this, there are tabs for 'Certification', 'Profile', 'Training', 'Discounts', 'Resources', and 'Notifications'. The 'Certification' tab is active, showing 'Benefits of Certification' and a list of 'Optional Training Courses' with their respective credit values. A 'Download Badge' button is also visible.

Course Title	Credits
1. Getting Started: Product Overview, Navigating and Setting up QuickBooks Online	1.5 credits
2. Recording Transactions in QuickBooks Online	1 credit
3. Reporting and Troubleshooting Common Client Errors	2 credits
4. Expanding Usability of QuickBooks Online	1 credit
5. The Accountant Tools: QuickBooks Online Accountant	1 credit

Get more information

This Welcome Guide is just the beginning!

When you have questions or need assistance with a task in QuickBooks Online Accountant (or QuickBooks Online), click the Help menu.

You can:

- Search for a help topic
- Chat with a support agent
- Join our Accountant Community
- Check out useful links to more information

The screenshot displays the QuickBooks Online Accountant interface for a user named Mike. The main header shows 'Accountant' and 'Go to client's QuickBooks'. The left sidebar includes 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'. The main content area shows 'Brenda Bowden Accounting' with 'Mike's clients (4)'. Below this, there are video thumbnails for 'What's New' (45 sec) and 'Client Collaboration' (25 sec). A 'Find clients' search bar is present above a table of clients. The Help menu is open on the right, featuring a search bar, 'Search options', 'ProAdvisor level GOLD', customer account number 12345678, 'Live Chat' (Chat now), and call support at 1-888-333-3451. Useful links include 'Accountant community' and 'Quickopedia'.

CLIENTS		BOOKKEEPING			
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Johnny Pops 650-555-9988	Closed 01/31/15	1 check without a payee	Last download 01/12/15	Next pay date 02/15/15	1 tax, 2 forms earliest 02/15/15
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