

QUICKBOOKS ONLINE CLIENT TRAINING





QuickBooks Online Accountant

WE HAVE 5 COURSES THAT ARE PART OF THIS “QUICKBOOKS ONLINE CLIENT TRAINING MATERIAL”. THEY ARE:

- COURSE 1: GETTING STARTED
- COURSE 2: NAVIGATING QUICKBOOKS ONLINE
- COURSE 3: RECORDING TRANSACTIONS IN QUICKBOOKS ONLINE
- COURSE 4: REPORTING
- COURSE 5: EXPANDING USABILITY

THIS DOCUMENT PROVIDES YOU A SAMPLE VIEW OF CONTENT WITHIN “COURSE 1: TOPIC 1 (GETTING STARTED) AND TOPIC 2 (IMPORTING DATA)”.

TO ACCESS ADDITIONAL QUICKBOOKS ONLINE CLIENT TRAINING COURSE MATERIAL AND OTHER CUSTOMIZED QUICKBOOKS TRAINING LIBRARY THAT YOU CAN SHARE IT WITH YOUR CLIENTS, PLEASE SIGN UP HERE FOR QUICKBOOKS ONLINE ACCOUNTANT—YOUR QUICKBOOKS PROADVISOR PROGRAM BENEFITS ARE WAITING INSIDE. AND THEY'RE BOTH FREE!

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Kaydee is the founder and CEO of Peterson Business Services and has been serving businesses by supporting their accounting and administrative needs with a comprehensive menu of solutions and services. Kaydee holds several Advanced and Advisor certifications, including QuickBooks Pro, Premier, Advanced, Enterprise, Point of Sale, and Online. Kaydee is also a member of the Intuit Trainer-Writer Network, an elite consortium of advanced QuickBooks users who write training and certification exam materials and lead training seminars offered by Intuit Academy online.

She provides QuickBooks training for teams and individuals both in person and remote. She loves to work with local businesses as well as those in other states so that she can fulfill her need for work and travel simultaneously. Kaydee specializes in developing backend accounting and business workflow processes that are unique to the clients industry, environment, skillset and culture. 3rd Party applications and add-ons are her specialty, and if she doesn't have an answer for something then she know someone who does.

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Course 1 > “Getting Started” - Training at a Glance

Use this as a guide to selecting specific workflows to be covered.

Topics	Step by Step Workflows
1.Product Overview	<ul style="list-style-type: none"> ● Benefits of using QuickBooks Online ● Know the features of your QuickBooks Online subscription
2.Importing Data	<ul style="list-style-type: none"> ● Export QuickBooks Desktop data to QuickBooks Online ● Become familiar with importing lists into QuickBooks Online
3.Setting Up Your Company	<ul style="list-style-type: none"> ● Explore how to add users to QuickBooks Online ● Explore the Products and Services list ● Print a transactions report for a selected account directly from the chart of accounts ● Print the chart of accounts ● Connect a bank account to the bank feed ● Become familiar with the Company tab in global Company Settings ● Enter contact information, Employer ID, and Tax form in Global Company Settings ● Specify terminology for Customers in Global Company Settings ● Become familiar with the Sales tab in global Company Settings ● Become familiar with how to turn on inventory global Company Settings ● Become familiar with the Expenses tab in global Company Settings ● Explore how to turn on Purchase Orders in global Company Settings ● Become familiar with the Advanced tab in global Company Settings ● Explore how to close the books in Global Company Settings ● Explore how to show account numbers in Global Company Settings ● Explore how to enable auto-recall on forms in Global Company Settings ● Change settings for automatic signing out after a period of inactivity

QUICKBOOKS ONLINE TEST DRIVE

Exercises contained inside this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying that you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company, it is completely refreshed, so please remember to allow sufficient time to complete each.

Course 1 > Topic 1: Product Overview

QuickBooks Online has many features and advantages that QuickBooks Desktop does not offer. Once you make the change to QuickBooks Online, it is important to understand the features available to you by being in the cloud and the feature availability based upon your subscription level. Let's take a look at some advantages that QuickBooks Online has:

- ◆ Access to data easily across multiple platforms, PC or Mac
- ◆ Access to data from multiple devices, browser or tablet. QuickBooks Online mobile access is included with QBO subscriptions at no additional cost
- ◆ No need to transfer data files since everyone logs in to the same account to access the same data
- ◆ QuickBooks Online developers are always releasing new functionality to QBO
- ◆ All the data is hosted, backed up and secured by Intuit's servers
- ◆ Attached supporting documents and transactional messaging allow for greater collaboration and centralization of information
- ◆ Automatically create invoices and send them to clients, including delayed customer charges for unbilled time and costs
- ◆ Tracks logins, third party activity and list changes in the Activity Log
- ◆ Reports can be emailed to anyone at a scheduled frequency
- ◆ Further organize data with both Class and Location tracking. Nomenclature can be selected for location
- ◆ Bank transactions are automatically downloaded nightly
- ◆ Invite unlimited report reader and time tracker users
- ◆ Sync 3rd party apps to QuickBooks without opening the QuickBooks account, since the apps sync to Intuit's always-accessible server. No downloading and managing third-party sync engines
- ◆ Post to multiple Accounts Receivable and Accounts Payable lines in a single journal entry
- ◆ Track Inventory using the first in first out (FIFO) method. The only desktop edition that offers FIFO is Enterprise with Advanced Inventory
- ◆ The list of features will continue to grow as QuickBooks Online delivers functionality its users are asking for

KNOW THE FEATURES OF YOUR QUICKBOOKS ONLINE SUBSCRIPTION

QuickBooks Online is a great solution for many different types of businesses. Every company must assess their needs to find a financial accounting solution appropriate for their business. Use the QuickBooks Online subscription matrix to determine the features of your QuickBooks Online subscription:

<http://quickbooks.intuit.com/online/compare>. You can upgrade your QuickBooks Online anytime to accommodate changes in your business.

QuickBooks Online Simple Start

- ◆ QuickBooks Online account
- ◆ Automatic data backup
- ◆ Bank-level security and encryption
- ◆ One full-access user
- ◆ Invite up to 2 accountant users, no additional charge
- ◆ Unlimited invoices and estimates
- ◆ Charge sales tax to customers
- ◆ Print checks and record transactions
- ◆ Download bank & credit card transactions
- ◆ Import from QB Desktop
- ◆ Import/Export lists from Excel® (customers, vendors, chart of accounts)
- ◆ Add payroll to pay W-2 employees and file payroll taxes
- ◆ 20+ reports

QuickBooks Online Essentials

For QuickBooks Online Essentials, you have access to all of the Simple Start features as well as:

- ◆ Access for 3 users with permission controls
- ◆ Manage and pay bills, including scheduled payments for later
- ◆ Automatic invoice creation on recurring schedule
- ◆ Compare sales profitability with industry trends
- ◆ Delayed charges and credits
- ◆ 40+ reports

QuickBooks Online Plus

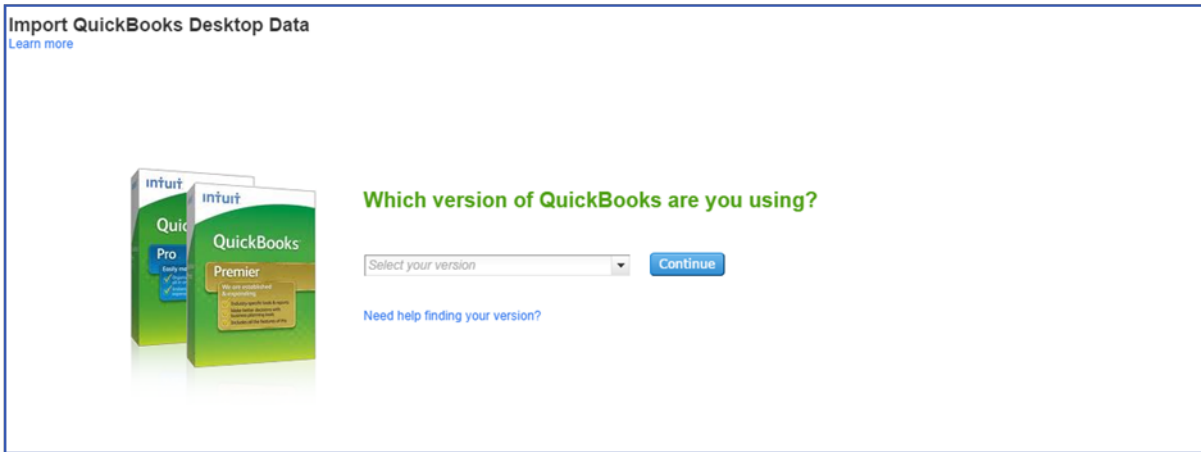
For QuickBooks Online Plus, you have access to all of the Simple Start and Essentials features as well as:

- Access for 5 users with permission controls (up to 25 paid users total)
- Track Inventory using the first in first out (FIFO) method.
- Unlimited time-tracking-only users
- Prepare & print 1099-Misc
- Unlimited reports-only users
- Budgets
- Track billable hours by customer
- Two-sided items
- Purchase Orders
- Estimates
- Class & location tracking
- 65+ reports

Course 1 > Topic 2: Importing Data

IDENTIFY STEPS TO IMPORT DATA INTO QUICKBOOKS ONLINE

When you first sign in to your company, you will see prompts for a guided tour of the program. This guide gives you tips about workflow, helps you learn navigation and explains terms used in QuickBooks Online. Once you have read the tip, click **I'm done!** and the tip will be removed. What a great resource for those just starting out!



QuickBooks Online allows users to import data from QuickBooks Desktop within the first 60 days of creating the QuickBooks Online account. When this data is imported, it replaces any data in the QuickBooks Online account.

Most QB Desktop data *can* be imported, but there are some limitations. Because QuickBooks Online is being improved constantly, the import capabilities can change. Check the latest limitations by visiting www.quickbooks.com/support and put keyword *import limitation* in the search box. At the time of this publication these guidelines are in effect:

- ◆ You cannot import
 - Memorized transactions
 - Sales form templates
 - Inventory (can be imported but requires additional setup)
 - Sales tax rates
- ◆ Data may be imported from QuickBooks Pro, Premier and Enterprise
- ◆ Conversions from QuickBooks Windows version 2006 and prior and QuickBooks Enterprise require additional steps, visit www.quickbooks.com/support for instructions.

- ◆ To import QuickBooks data for Mac, create a Windows backup file, restore in QuickBooks Windows, and export to QuickBooks Online
- ◆ A QuickBooks Desktop file with the multi-currency preference turned on cannot be imported into QuickBooks Online's US version
- ◆ International versions of QuickBooks Desktop cannot be imported into QuickBooks Online's US version
- ◆ Payroll data imports from QuickBooks Desktop to QuickBooks Online as checks, not paychecks
- ◆ You can import your QuickBooks Online data back to QuickBooks Desktop, with limitations
- ◆ You must use Internet Explorer to export data from QuickBooks Online back to Desktop



Step by Step: Export QuickBooks Desktop Data to QuickBooks Online

This step will not work with the QuickBooks Online sample company but these steps may be followed with a new client that has previously been using QuickBooks Desktop.

A QuickBooks Online file must be set up by the client or by using the accountant creating a QuickBooks Online file on behalf of the client from within QuickBooks Accountant (covered in Topic 2).

1. Open the QuickBooks Desktop company data file as the administrator user.
2. The file cannot have more than 350k targets. To view the size of your file, press the **F2** key. If the file has more than 350k targets, you can still import lists.
3. Navigate to **File** → **Utilities** (or **Maintenance**) → **Verify Data**. Correct any errors in the QuickBooks data before proceeding to the next step, and if necessary, perform Step 3 and repeat **Verify**.
4. Navigate to **File** → **Utilities** (or **Maintenance**) → **Rebuild data**. A backup must be created before QuickBooks Desktop runs the Rebuild action.
5. Navigate to **File** → **Utilities** (or **Maintenance**) → **Rebuild data**. A backup must be created before QuickBooks Desktop runs the Rebuild action.
6. Navigate to **Company** → **Export Company File to QuickBooks Online**. The wizard will provide the steps to sign in and identify the proper QBO account and then import data directly from the desktop company.



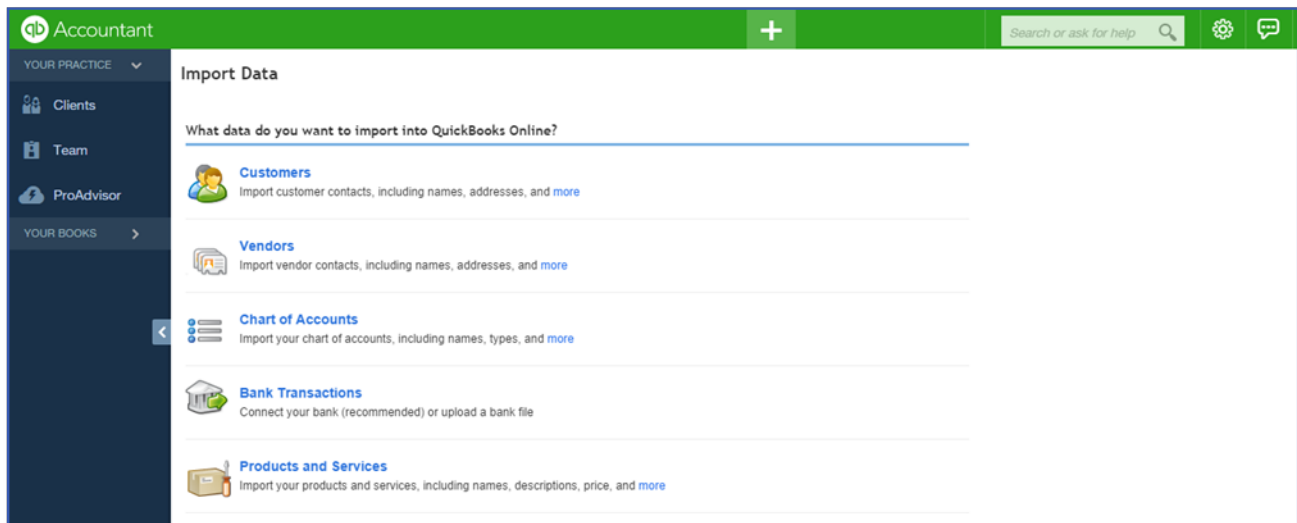
WARNING: *Be very careful with this step as it will overwrite all data in the QBO account you select. If you are practicing this process, create a new QBO account that can be cancelled.*

7. Once complete, wait for confirmation that the QuickBooks Desktop file has been successfully imported. An email notification will be sent within 24 hours (however, often the conversion is very quick and email confirmation is received almost immediately).
8. Verify that the data was imported correctly. Create a **Balance Sheet** and **Profit & Loss** report in both QuickBooks Online and Desktop. Customize the date range to **All Dates**. Set the accounting method to **Accrual**. Compare the balances, looking for any inconsistencies.

You can re-import data into QuickBooks Online for 60 days from the creation date of the QuickBooks Company. *It is important to re-import or data will overwrite any existing data in the QuickBooks Company.*



Step by Step: Become Familiar with Importing Lists into QuickBooks Online



1. Open the QBO demo account.
2. Navigate to the **Gear** icon → **Import Data** (under the **Tools** section).

List data may be imported at any time into QuickBooks Online such customers, vendors, chart of accounts, products and services or banking information (if financial institutions don't download transactions into the bank feed directly).

Each option has a downloadable template to ensure that data is properly formatted before import.



NOTE: *When importing a chart of accounts it does not replace the chart of accounts that already exists but it imports the accounts that are in your spreadsheet but not already in QBO.*

Topic 3: Setting Up Your Company

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