



# QUICKBOOKS ACCOUNTANT

## Welcome Guide

# Welcome to QuickBooks Accountant

We remade QuickBooks 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 Accountant

Let's start with some QuickBooks

Accountant navigation tools:

## 1 Navigation bar

Get to your Client List, your firm's books, and more.

## 2 Client QuickBooks menu

Choose a client to go right into their QuickBooks account.

## 3 Create (+) icon

Create a new client, new QuickBooks 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 Accountant interface. The top navigation bar is green and contains the 'qb Accountant' logo, a 'Go to client's QuickBooks' button, a '+' icon for creating new items, a search bar, and settings, chat, and help icons. The left sidebar is dark blue and contains 'YOUR PRACTICE' (Clients, Team) and 'YOUR BOOKS' sections. The main content area shows the 'Brenda Bowden Accounting' client profile with a 'Welcome to Quickbooks Accountant' message and three video thumbnails: 'What's New' (45 sec), 'Client Collaboration' (25 sec), and 'Document Sharing' (15 sec). Below this is a 'Find clients' search bar and a table with client data.

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 403-555-6767	Closed 31/01/15	1 change to closed books 2 more items...	Download failed 31/01/15		
Johnny Pops 403-555-1600	Closed 31/01/15		Last download 12/01/15	Next pay date 15/02/15	1 tax, 2 forms earliest 15/02/15
Nigel's Shipping Co 519-555-0964					
Violette Designs 780-555-5655	Closed 31/01/15	1 change to closed books	Last download 12/01/15	Next pay date 15/02/15	2 forms earliest 15/02/15

# 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.

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

YOUR PRACTICE  
Clients  
Team  
YOUR BOOKS

Brenda Bowden Accounting  
Mike's clients (4)

Add client

Welcome to 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 403-555-6767	Closed 31/01/15	1 change to closed books 2 more items...	Download failed 31/01/15	Next pay date 15/02/15	1 tax, 2 forms earliest 15/02/15
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Violette Designs 780-555-5655	Closed 31/01/15	1 change to closed books	Last download 12/01/15	Next pay date 15/02/15	2 forms earliest 15/02/15



## 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 clients

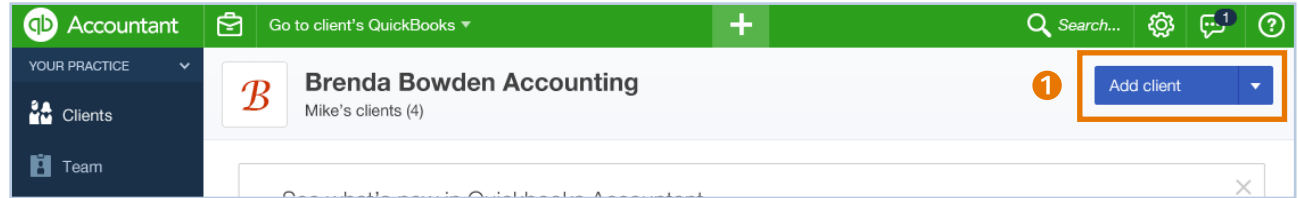
Here's how you add all your clients to QuickBooks Accountant:

- 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.

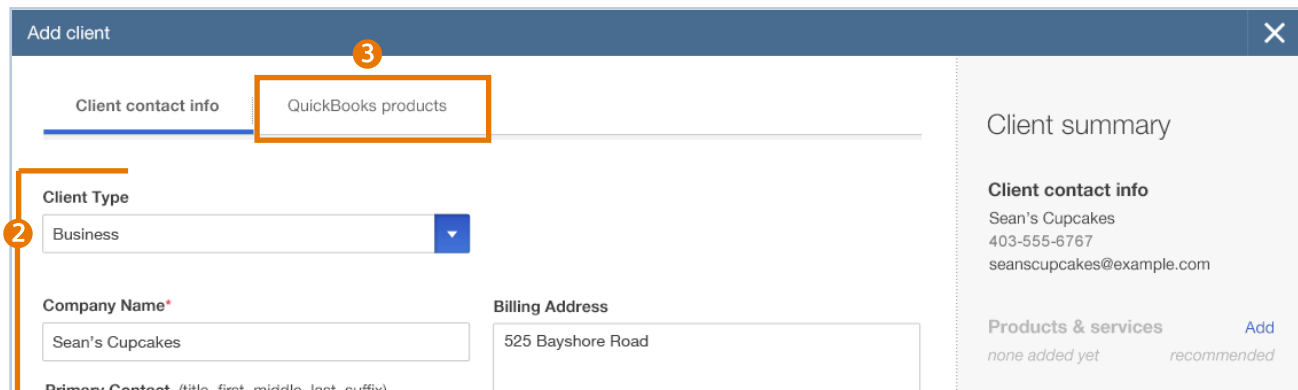


## QUICK TIP

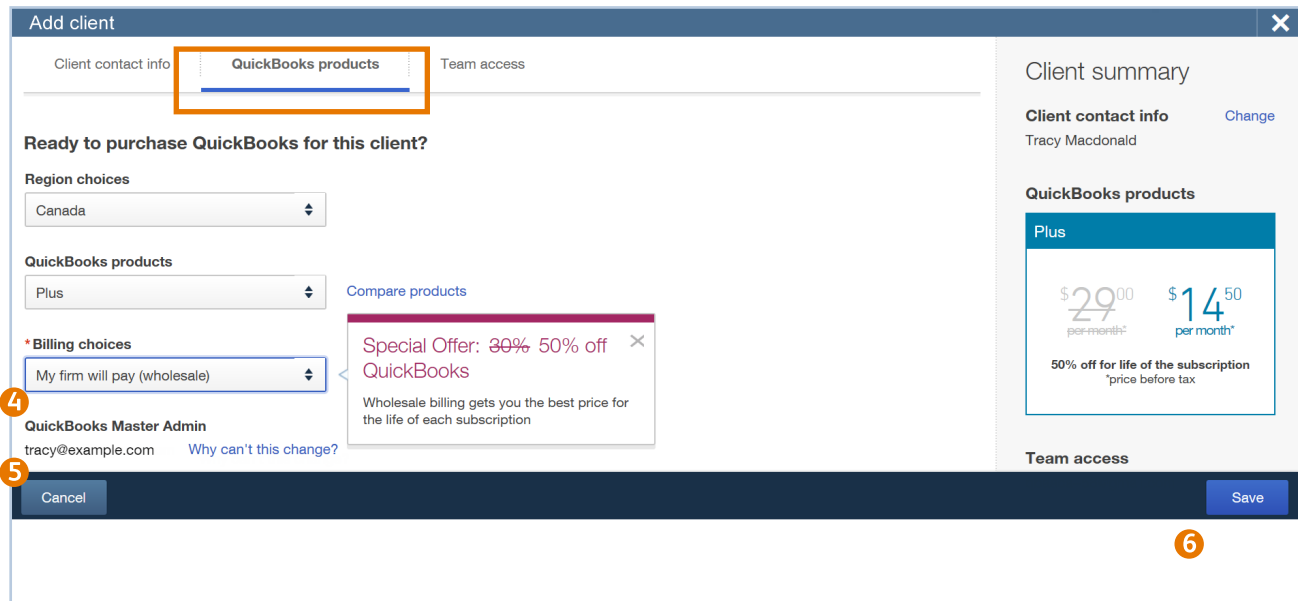
Wholesale billing lets you both make a profit and pass on a never-expiring discount to your clients for QuickBooks Online with or without Payroll.



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 Go straight to the right place in this client's QuickBooks to do this task.
- 3 Make or change notes about your client.
- 4 See accounts that need review.
- 5 See payroll tax payments and recent forms filed.
- 6 Check recent requests for documents.
- 7 Store shared and private documents inside QuickBooks Accountant.

The screenshot shows the QuickBooks Accountant interface for a client named 'Beautiful Landscaping'. The interface is divided into several sections:

- Header:** Includes the QuickBooks logo, 'Accountant' title, a search bar, and a 'Go to client's QuickBooks' button (labeled 2).
- Client Information:** Displays the client name 'Beautiful Landscaping', the user 'Gina Han', and a note 'They close at 5pm; best to call or email around noon.' (labeled 3).
- Navigation Tabs:** Includes 'Bookkeeping' (labeled 3), 'Payroll' (labeled 5), 'Requests' (labeled 6), and 'Documents' (labeled 7).
- Account Watchlist:** A table showing account balances and reconciliation dates.
 

ACCOUNT	CURRENT	LAST RECONCILED
Chequing Account	\$12,345.00	30/01/2015
Accounts Receivable (labeled 1)	\$5,000.00	30/01/2015
Payables	\$1,200.00	31/01/2015
Undeposited Funds	\$2,000.00	30/12/2015
GST/HST Payable	\$2,000.00	
Unclassified DTX	39/\$1,350.00	
- Books status:** Shows 'Books Closed: 14/04/14', 'Last Login: 18/04/14 by Gina Han', and 'Last Download: 14/04/14'.
- For review (labeled 4):**
  - GST/HST payment overdue:** \$987.58 was due on 15/01/15. Includes a 'Pay Now' button.
  - 2 changes to reconciled:** Account xxx2367, Last reconciled 02/01/15. Includes a 'Review Now' button.
  - 32 unaccepted transactions:** Downloaded 02/01/15. Includes a 'Review Now' button.

# Work in client books

Let's start with some QuickBooks

Accountant navigation tools:

- 1 Return to QuickBooks 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 Accountant interface for a client named 'Beautiful Landscaping'. The interface is divided into several sections:

- Left Sidebar (Accountant Toolbox):** Contains navigation links for Home, Customers, Suppliers, Employees, Transactions, Reports, Taxes, and Apps. It is labeled with a '1' in the top left corner.
- Top Bar:** Shows the client name 'Beautiful Landscaping' and a date selector 'Wednesday, February 18, 2015'. It is labeled with a '2' in the top left corner and a '3' in the top center.
- Main Content Area:**
  - Income Section:** Displays a horizontal bar chart showing income components: \$1,988 (OPEN INVOICES), \$2,024 (OVERDUE), and \$0 (PAID LAST 30 DAYS). It is labeled with a '4' in the top right corner.
  - Expenses Section:** Displays a donut chart showing expenses: \$221 (SINCE 30 DAYS AGO). The chart is broken down into \$100 Advertising, \$66 Commissions & fees, and \$55 IPN Fees.
  - Profit and Loss Section:** Displays a line graph showing net income of \$850 and income of \$1,071.
- Right Sidebar:**
  - Bank Accounts:** Lists connected bank accounts including QB Account, Innovation days, Chequing, and Amex.
  - Activities:** Shows a list of activities including 'Need Attention', 'OVERDUE Invoice 107: \$200 to Chris Frely', 'Timesheet: Needs approval for Ralph Matlack', and 'Reminder: Make sure you deposit any undeposited funds'.

# 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.

CLIENTS		BOOKKEEPING		PAYROLL	
Name ▼	Status	For review	Banking	Status	Items due
 Beautiful Landscaping 403-555-6767	 Closed 01/31/15	1 change to closed books 2 more items...	Download failed 31/01/15		
 Johnny Pops 403-555-1600	 Closed 31/01/15		Last download 12/01/15	 Next pay date 15/02/15	1 tax, 2 forms earliest 15/02/15
Nigel's Shipping Co 519-555-0964					

ACCOUNTANT HOME PAGE > CLIENT DASHBOARD > PAYROLL STATUS

 Accountant

Go to client's QuickBooks ▼

+

Search...

⚙️

💬 1

?

YOUR PRACTICE ▼

Clients

Team

YOUR BOOKS >

Beautiful Landscaping

Gina Han

New request ▼

They close at 5pm; best to call or email around noon.

Bookkeeping 3

Payroll 2


Requests 3

Documents

Recent tax payments ▼

TAX PAYMENT	PAID	AMOUNT	PERIOD
Income Tax	30/01/2015	\$25,345.00	Jan 16 to Jan 30
Income Tax	30/01/2015	\$5,000.00	Jan 16 to Jan 30
Income Tax	30/01/2015	\$1,200.00	Jan 16 to Jan 30
Income Tax	01/01/2015	\$200,000.00	Jan 01 to Jan 15
Income Tax	31/12/2015	\$5,000.00	Dec 15 to Dec 30

All tax payments

Payroll status  Payroll

Next Pay Date: 15/02/15

Last Pay Date: 30/01/15  
(5 checks issued)

All paycheques

For review

▼ Tax payments

INCOME TAX

due on 31/31/15 at 5:00 pm PST

Pay now ▼

Quarterly Payment Overdue

due on 31/07/15 at 5:00 pm PST

File now ▼

CLIENT DASHBOARD > PAYROLL TAB



## SHARING DOCUMENTS

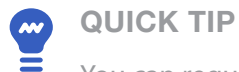
# Request documents

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

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

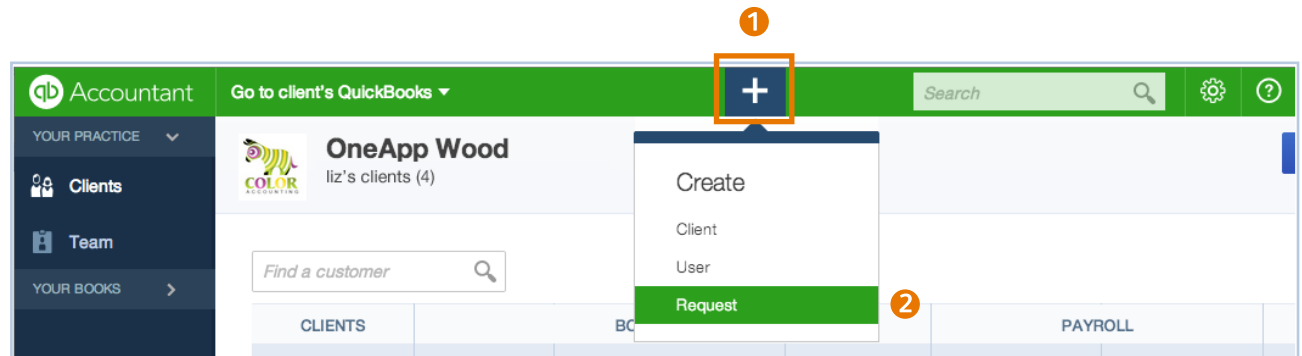
Here's how you request documents:

- 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 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 Accountant interface. The top navigation bar is green with the 'qb Accountant' logo, a 'Go to client's QuickBooks' button, a plus icon, a search bar, and settings and help icons. The left sidebar is dark blue with 'YOUR PRACTICE' (Clients, Team) and 'YOUR BOOKS' sections. The main content area is for the client 'Beautiful Landscaping' (Gina Han). It features tabs for 'Bookkeeping' (3), 'Payroll' (2), 'Requests' (2), and 'Documents'. The 'Requests' tab is selected and highlighted with an orange box. Below the tabs, there's a 'Showing: All requests' dropdown and a search bar. The request details show 'Month End Materials' sent to Gina Han on May 20, 2015, with a 'Due in 5 days' status. A message from Gina Han asks for document uploads. A list of documents follows: 'Engagement\_Letter.doc' (download icon), 'Bank of Middlefield statement' (uploaded 24 minutes ago, with a green checkmark and 'View document' link), 'Evans Mobile credit card statement' (uploaded 26 minutes ago, with a green checkmark and 'View document' link), and 'Payroll spreadsheet' (not yet uploaded, with an 'Upload document' link). The 'Bank of Middlefield statement' and 'Evans Mobile credit card statement' rows are highlighted with an orange box.



## 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 with QuickBooks 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 are automatically added to your QuickBooks as customers.

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

**YOUR PRACTICE** >  
**YOUR BOOKS** ▾

**Home**  
Customers  
Suppliers  
Employees  
Transactions  
Reports  
Taxes  
Apps

**Brenda Bowden Accounting**  
Wednesday, February 18, 2015

### Income

<b>\$1,988</b> OPEN INVOICES	<b>\$2,024</b> OVERDUE	<b>\$0</b> PAID LAST 30 DAYS
---------------------------------	---------------------------	---------------------------------

### Expenses

**\$221**  
SINCE 30 DAYS AGO

- \$100 Advertising
- \$66 Commissions & fees
- \$55 IPN Fees

### Profit and Loss

<b>\$850</b> NET INCOME	<b>\$1,071</b> INCOME
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### Bank Accounts

Connect Another Account

<b>QB Account</b>	12 days ago	23
Bank Balance	\$6,956.44	
QB balance	\$5,678.09	
<b>Innovation days</b>	1 day ago	✓
Bank Balance	\$6,956.44	
QB Balance	\$5,678.09	
<b>Chequing</b>	101 days ago	24
Bank Balance	\$6,956.44	
<b>Amex</b>	Synced	
QB Balance	\$6,956.44	

### Activities

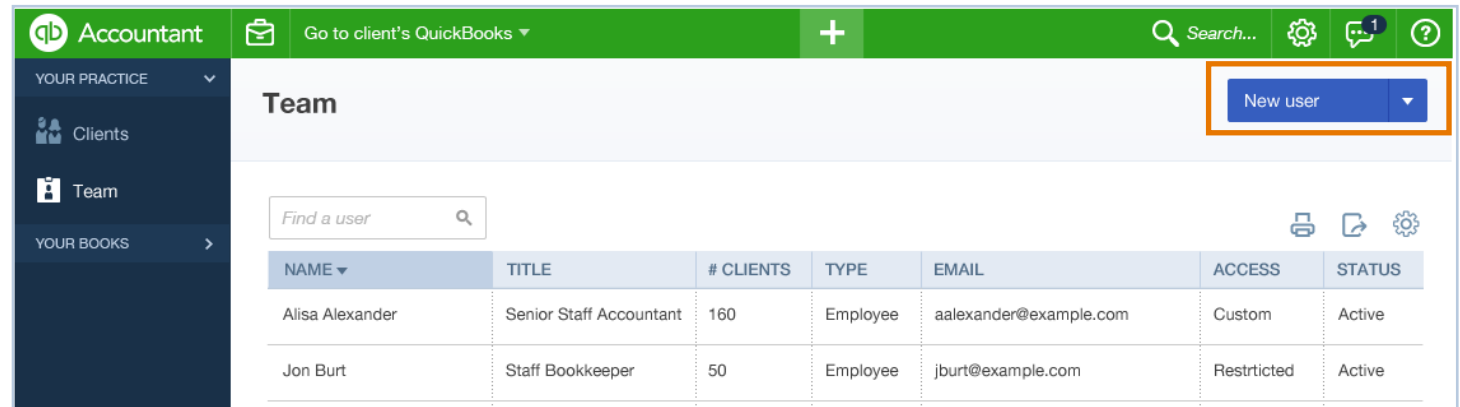
All ▾

- Need Attention**
- OVERDUE Invoice 107:** \$200 to Chris Frely  
Feb 14 10:01 am PT
- Timesheet:** Needs approval for Ralph Matlack  
Feb 10 2:23 pm PT
- Reminder:** Make sure you deposit any undeposited funds
- February 18, 2015 TODAY**

# Add a user to QuickBooks Accountant

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

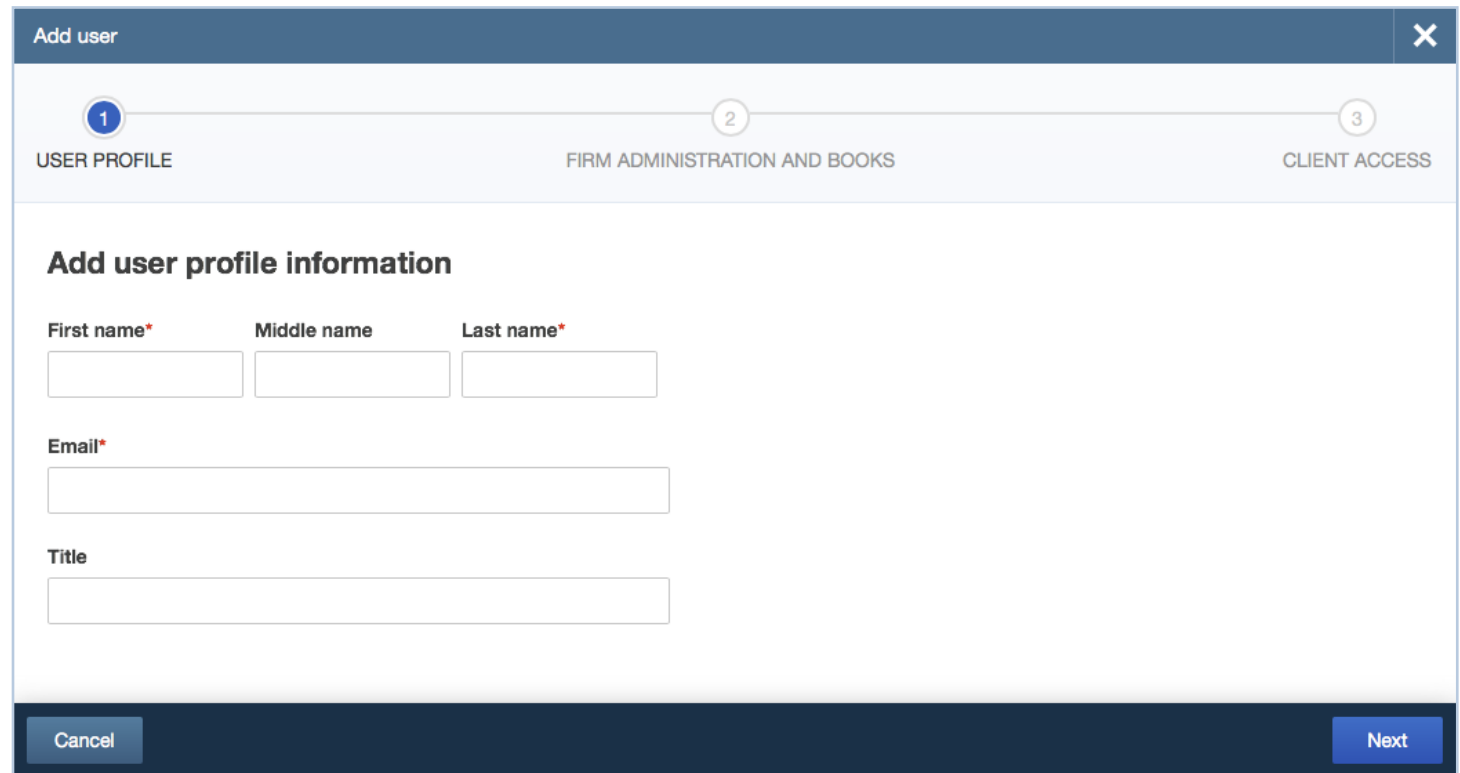
- 1 On the navigation bar under Your Practice, click Team.
- 2 Click New user.
- 3 Enter this user's profile info and click Next.



The screenshot shows the QuickBooks Accountant interface. The top navigation bar is green with the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a plus icon, a search bar, and settings, chat, and help icons. The left sidebar has 'YOUR PRACTICE' expanded, showing 'Clients' and 'Team' (selected). Below 'Team' is 'YOUR BOOKS'. The main area is titled 'Team' and contains a 'Find a user' search bar and a table of team members. A 'New user' button is highlighted with an orange box in the top right corner of the main area.

NAME	TITLE	# CLIENTS	TYPE	EMAIL	ACCESS	STATUS
Alisa Alexander	Senior Staff Accountant	160	Employee	aalexander@example.com	Custom	Active
Jon Burt	Staff Bookkeeper	50	Employee	jburt@example.com	Restricted	Active

TEAM PAGE > NEW USER BUTTON



The 'Add user' form is shown with a progress bar at the top indicating three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. The first step is active. The form contains the following fields:

- Add user profile information**
- First name\*** (text input)
- Middle name** (text input)
- Last name\*** (text input)
- Email\*** (text input)
- Title** (text input)

At the bottom of the form are 'Cancel' and 'Next' buttons.

ADD USER

# Give a user permissions and clients

- 1 Give this user Full or Basic access to QuickBooks 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.

**Add user**

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

### Specify access to firm administration and books

Access: Basic

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	View only
Firm employees and users	None

Back Next

**Access to firm administration and books**

**Full**

- Full access to administrative functions for your firm
- Full access to your firms's books
- Administrator access to client QuickBooks

## FIRM ADMINISTRATION AND FIRM BOOKS

**Add user**

1 USER PROFILE 2 FIRM ADMINISTRATION AND BOOKS 3 CLIENT ACCESS

### Specify client access

Find a client

CLIENT	
Andrew Walker	<input checked="" type="checkbox"/>
Sean O'Connor	<input checked="" type="checkbox"/>

Back Save

**Client access**

Granting user access to a client gives them full

## CLIENT BOOKS

# Get more information

This Welcome Guide is just the beginning!

When you have questions or need assistance with a task in QuickBooks 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 shows the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a search bar, and a 'Help' icon. The left sidebar shows 'YOUR PRACTICE' with 'Clients' and 'Team' options, and 'YOUR BOOKS' with a right arrow. The main content area displays '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. Below the search bar is a table with columns 'Name', 'Status', and 'For review'. The table lists four clients: 'Beautiful Landscaping', 'Johnny Pops', 'Nigel's Shipping Co', and 'Violette Designs'. A 'Help' dropdown menu is open on the right, showing a search bar, 'Search Options', contact information for support (1-855-253-1536), and 'Top help topics' including 'Help me manage taxes' and 'From old QuickBooks Online to the new QuickBooks'.

CLIENTS		BOOKKEEPING	
Name	Status	For review	
Beautiful Landscaping 403-555-6767	Closed 31/01/15	1 change to closed books 2 more items...	Download failed 31/01/15
Johnny Pops 403-555-1600	Closed 31/01/15		Last download 12/01/15
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