



QUICKBOOKS ACCOUNTANT

Welcome Guide

Welcome to QuickBooks Accountant

We've 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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NAVIGATING

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, 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, 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 for 'Brenda Bowden Accounting'. The interface is divided into several sections:

- Navigation Bar (1):** Located on the left side, it includes 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'.
- Client QuickBooks menu (2):** A green bar at the top right of the main content area with the text 'Go to client's QuickBooks' and a dropdown arrow.
- Create (+) icon (3):** A green plus sign icon in the top right corner of the main content area.
- Green Gear icon (4):** A green gear icon in the top right corner of the main content area.

The main content area displays a client list table with columns for CLIENTS, BOOKKEEPING, and PAYROLL. The table lists four clients: Beautiful Landscaping, Johnny Pops, Nigel's Shipping Co, and Violette Designs. Each client row shows their status, for review items, banking status, and payroll items due.

CLIENTS		BOOKKEEPING		PAYROLL	
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 850-555-8767	Closed	1 change to closed books 2 more items...	Download failed 02/02/15		
Johnny Pops 850-555-9988	Closed	1 check without a payee	Last download 01/12/15	Next pay date 02/15/15	1 tax, 2 forms earliest 02/15/15
Nigel's Shipping Co 408-555-0954					
Violette Designs 831-555-8584	Closed	1 change to closed books	Last download 01/12/15	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

The screenshot shows the QuickBooks Accountant interface for 'Brenda Bowden Accounting'. The main content area displays a table of clients with the following data:

CLIENTS	BOOKKEEPING		PAYROLL		
Name	Status	For review	Banking	Status	Items due
Beautiful Landscaping 850-555-8767	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
Johnny Pops 850-555-9988	Closed 01/31/15	1 check without a payee	Last download 01/12/15	Next pay date 02/15/15	2 forms earliest 02/15/15
Nigel's Shipping Co 409-555-0954					
Violette Designs 831-555-8564	Closed 01/31/15	1 change to closed books	Last download 01/12/15	Next pay date 02/15/15	2 forms earliest 02/15/15



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

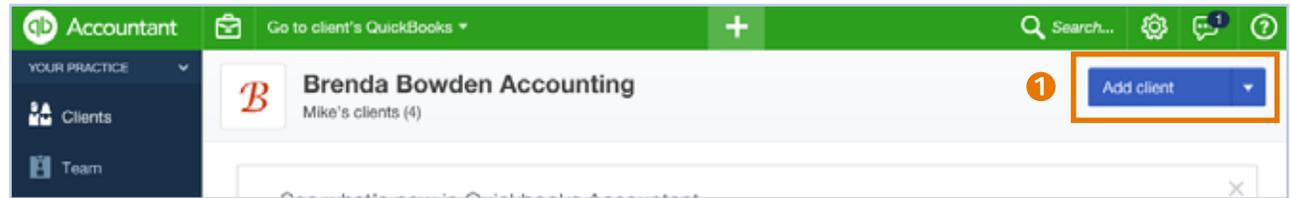
Here's how you add all your clients to QuickBooks Accountant:

- 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.

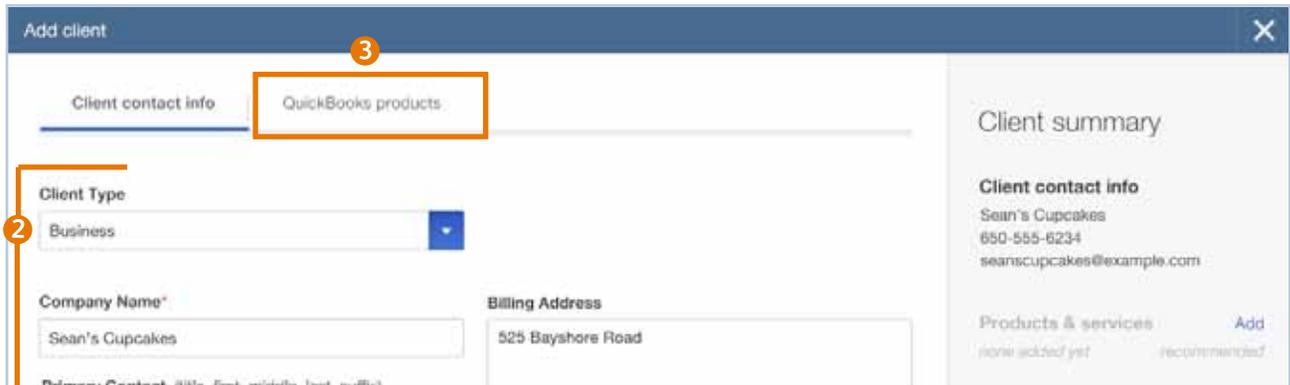


QUICK TIP

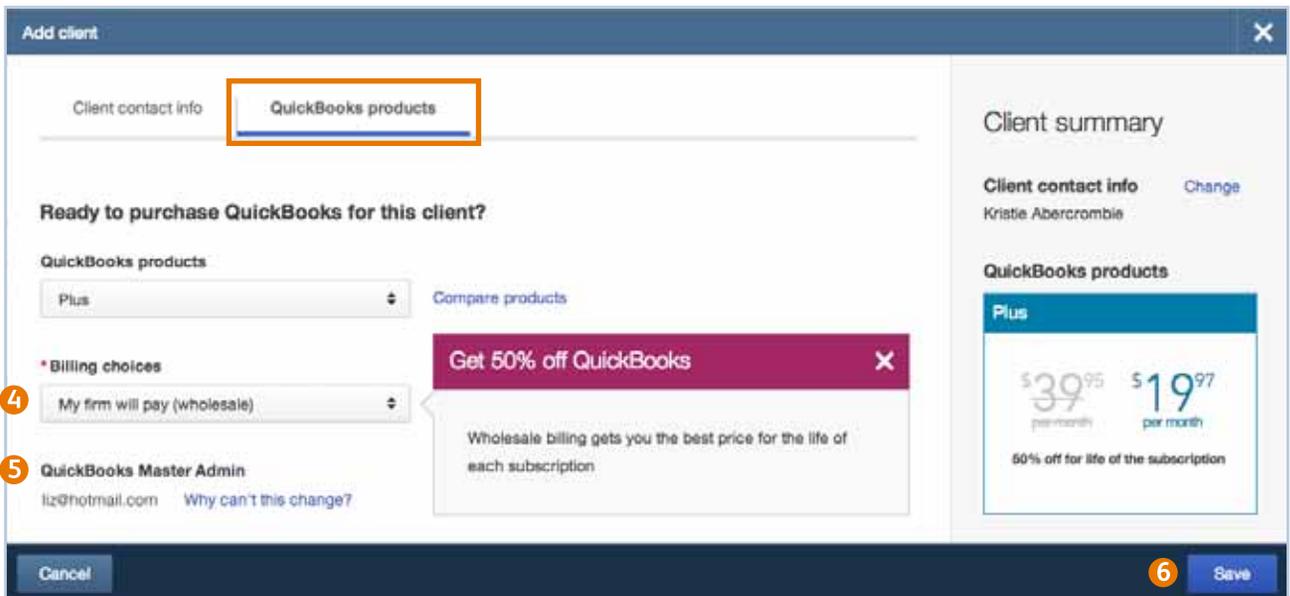
Wholesale billing lets you both make a profit and pass on a never-expiring discount to your clients for QuickBooks Online with or without Payroll.



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 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 Accountant

The screenshot displays the QuickBooks Accountant interface for a client named "Beautiful Landscaping". The interface includes a navigation sidebar on the left with options like "Clients", "Team", and "ProAdvisor". The main content area features a header with the client name and contact information, followed by a navigation bar with tabs for "Bookkeeping", "Payroll", "Requests", and "Documents". Below this is an "Account Watchlist" table with columns for "ACCOUNT", "CURRENT", and "LAST RECONCILED". The table lists several accounts, including "Checking Account", "Accounts Receivable", "Payables", "Undeposited Funds", "Sales Tax", and "Unclassified DTX". To the right of the table, there are sections for "Books status", "For review" (with a "Sales tax overdue" alert), 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

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" as of Wednesday, February 18, 2015. The interface is divided into several sections:

- Accountant Home (1):** The top left navigation bar includes "Home", "Customers", "Vendors", "Employees", "Transactions", "Reports", "Taxes", and "App Center".
- Client Selection (2, 3):** The top right shows the current client "Beautiful Landscaping" with a dropdown arrow and a plus sign (+) to add a new client.
- Income Summary:** A horizontal bar chart shows income components: OPEN INVOICES (\$1,988), OVERDUE (\$2,024), and PAID LAST 30 DAYS (\$0).
- Expenses Summary:** A donut chart shows expenses for the last 30 days: \$221 total, broken down into Advertising (\$100), Commissions & fees (\$66), and IPN Fees (\$55).
- Profit and Loss Summary:** A bar and line chart shows net income of \$850 and total income of \$1,071.
- Bank Accounts:** A list of connected bank accounts including "QB Account", "Innovation days", "Checking 1", and "Amex", each with its current balance and sync status.
- Activities:** A section for "Need Attention" with alerts for an overdue invoice, a timesheet needing approval, and a reminder to deposit funds.

WORKING WITH CLIENTS

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			
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	
Nigel's Shipping Co 408-555-0964						

[ACCOUNTANT HOME PAGE](#) > [CLIENT DASHBOARD](#) > [PAYROLL STATUS](#)

Accountant | Go to client's QuickBooks | Search... | Settings | Help

Beautiful Landscaping | Gina Han | New request

Bookkeeping | **Payroll** | Requests | Documents

Recent tax payments

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

All tax payments

Payroll status | Payroll

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 | v

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

[CLIENT DASHBOARD](#) > [PAYROLL TAB](#)

WORKING WITH CLIENTS

Do a client's taxes

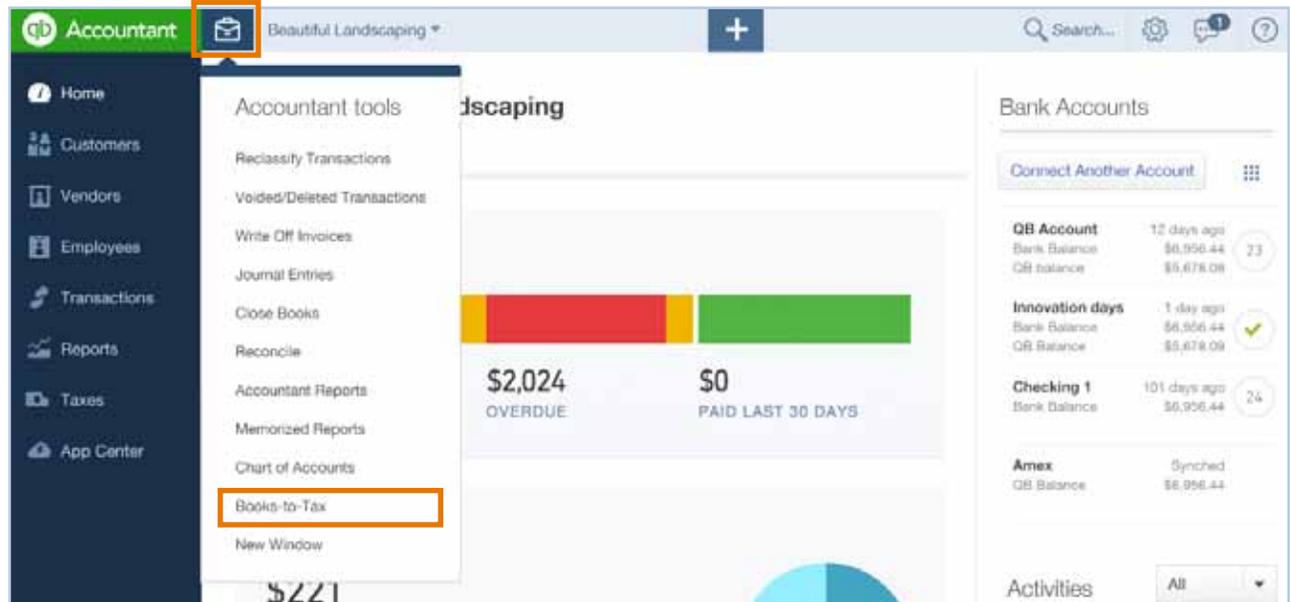
With Books to Tax, you can map your clients' books directly and into tax forms.

To do a client's taxes:

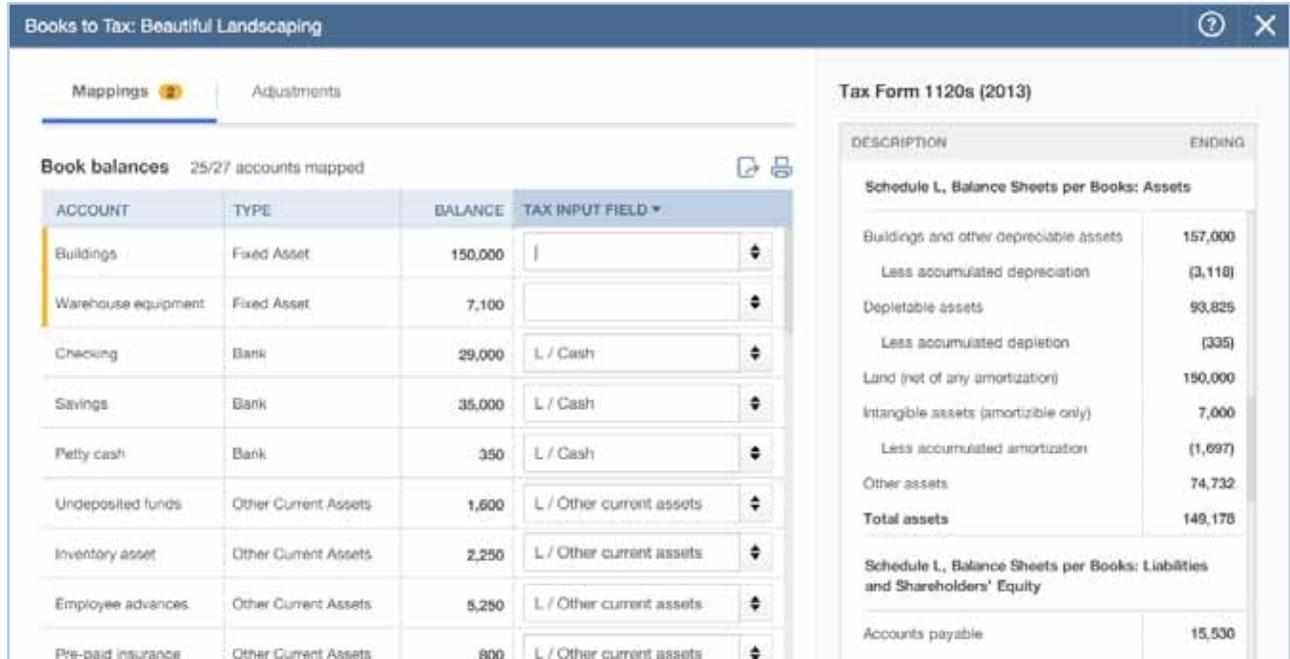
- 1 Go to the Accountant toolbox and choose Books to Tax.
- 2 Choose an account to map to a tax form.
- 3 Make any adjustments needed to the tax form.
- 4 QuickBooks Accountant connects to Intuit Tax Online so you can file or print the tax form.

QUICK TIP

Books to Tax works for US tax filings only.



ACCOUNTANT TOOLBOX > CHOOSE BOOKS-TO-TAX



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 Accountant.

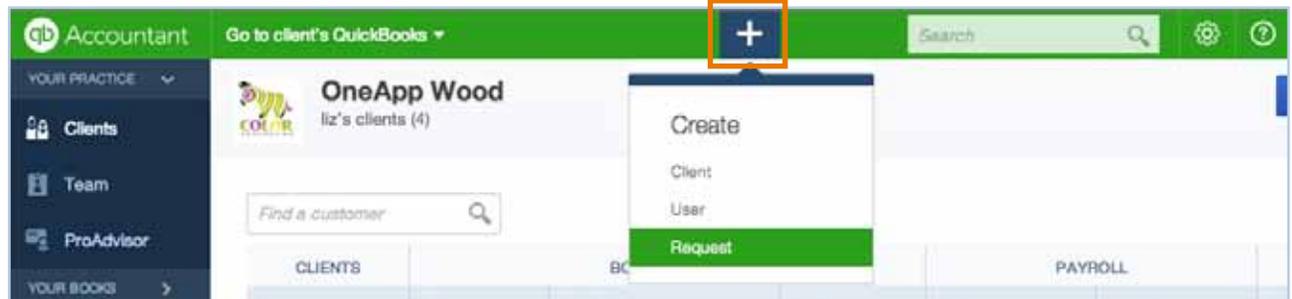
Note: The Master Admin for your QuickBooks Accountant account must set up a Box account before you can request or receive documents.

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

A screenshot of the 'Send a request to Beautiful Landscaping' form. The form is titled 'Send a request to Beautiful Landscaping' and has a 'To' field with 'Gina Han' selected. There are 'Attach a file' and 'Add a due date' options. The main body of the form contains a text area with the message: 'Hi Gina, please upload the documents below. Make sure to include the payroll hours from 5/30. If you have any questions, please call. Thanks!'. Below this is a section titled 'Need documents from your client?' with a sub-instruction: 'Enter each document below and be notified when they are uploaded by your client.' There are four input fields: '1. Bank of Middlefield statement', '2. Evans Mobile credit card statement', '3. Payroll spreadsheet', and '4. Document name or description'. A '+ Add more requested documents' button is at the bottom of this section. On the right side of the form, there is a preview of the email the client will receive. The preview shows the subject 'Month End Materials from Brenda Bowdon Accounting', the sender 'From: Brenda Bowdon Accounting', the recipient 'To: Gina Han', and the attachment 'Engagement_Letter.doc'. The preview also shows the company logo for 'Brenda Bowdon Accounting' and a quote of the request message. At the bottom of the preview, it says 'THIS REQUEST IS DUE JUNE 14th' and lists the 'REQUESTED DOCUMENTS': '1. Bank of Middlefield statement', '2. Evans Mobile credit card statement', and '3. Payroll spreadsheet'. The form has 'Cancel' and 'Send' buttons at the bottom.

REQUEST FORM

SHARING DOCUMENTS

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 for a client named 'Beautiful Landscaping'. The 'Requests' tab is highlighted with an orange box. Below the tab, there are sections for 'Month End Materials' and '2013 Tax documents'. Under 'Month End Materials', 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). The 'Bank of Middlefield statement' and 'Evans Mobile credit card statement' are also highlighted with an orange box. Under '2013 Tax documents', there is 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'.



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 get automatically added to your QuickBooks as customers.

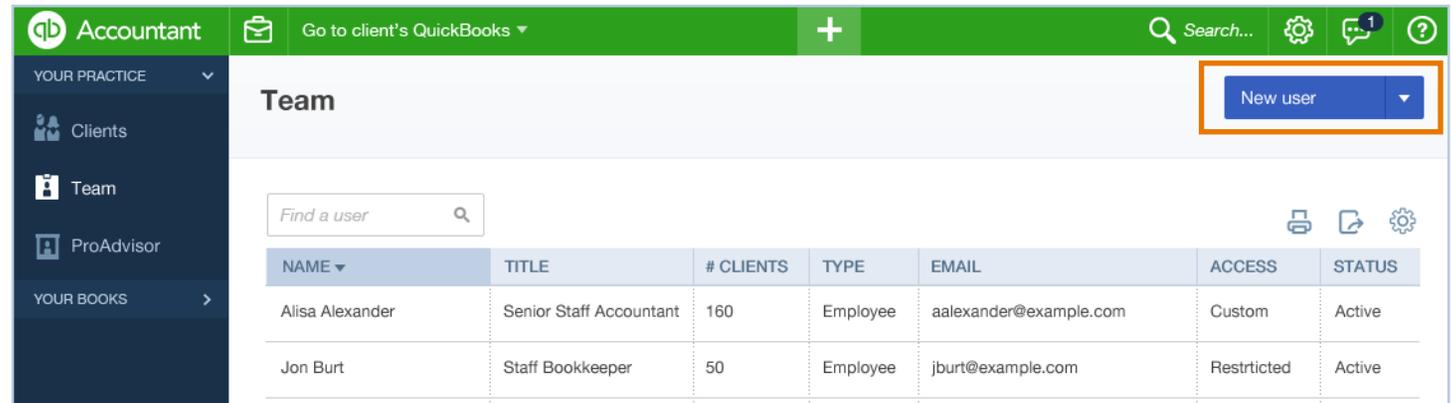
The screenshot shows the QuickBooks Accountant interface for a firm named 'Brenda Bowden Accounting' on Wednesday, February 18, 2015. The left navigation bar is highlighted, with 'YOUR BOOKS' selected. The main dashboard displays several key metrics and charts:

- 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 a total of \$221 since 30 days ago, broken down into Advertising (\$100), Commissions & fees (\$66), and IPN Fees (\$55).
- Profit and Loss:** A line chart showing a net income of \$850 and a total income of \$1,071.
- Bank Accounts:** A list of connected bank accounts including OB Account, Innovation days, Checking 1, and Amex, with their respective balances and sync status.
- Activities:** A section titled 'Need Attention' with a list of items including an overdue invoice, a timesheet needing approval, and a reminder to deposit funds.

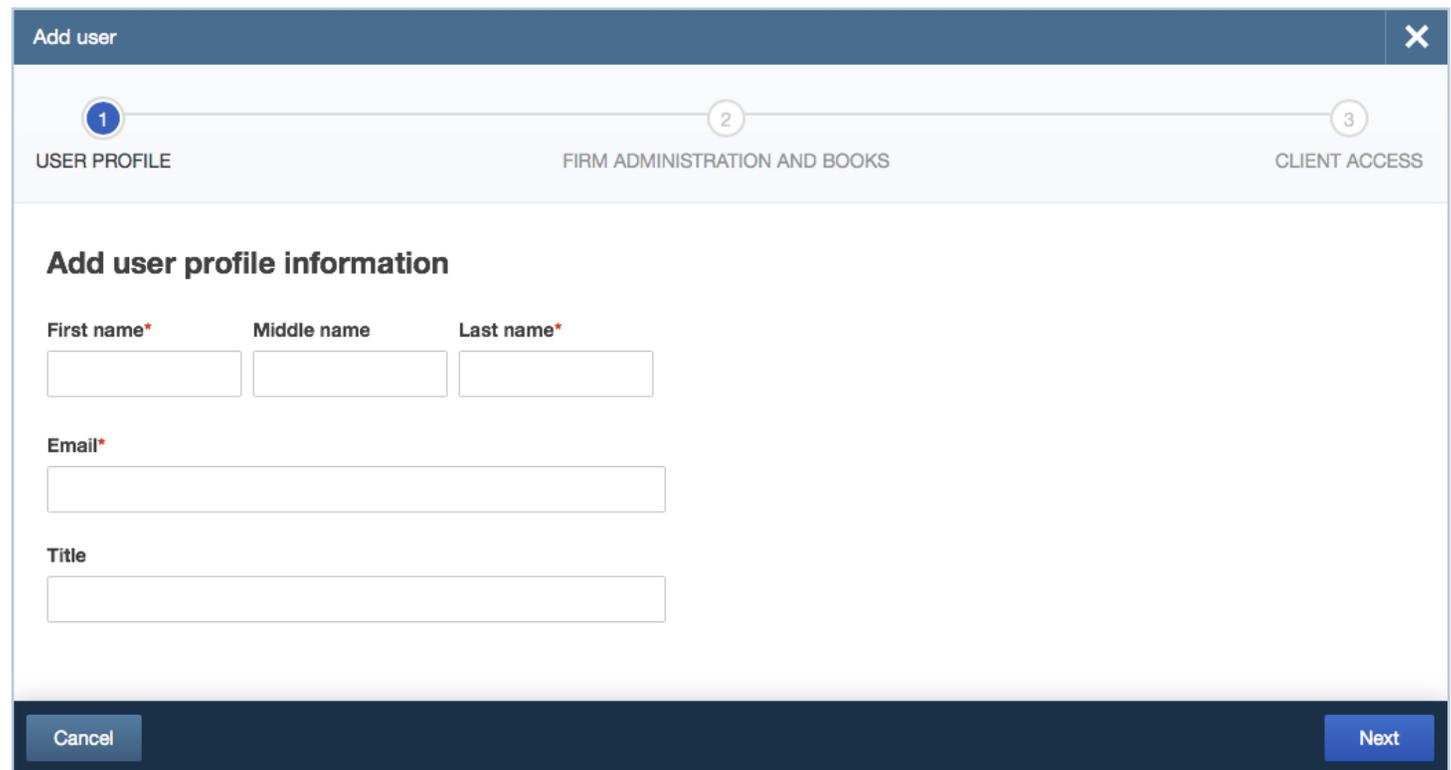
Add a user to QuickBooks Accountant

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.



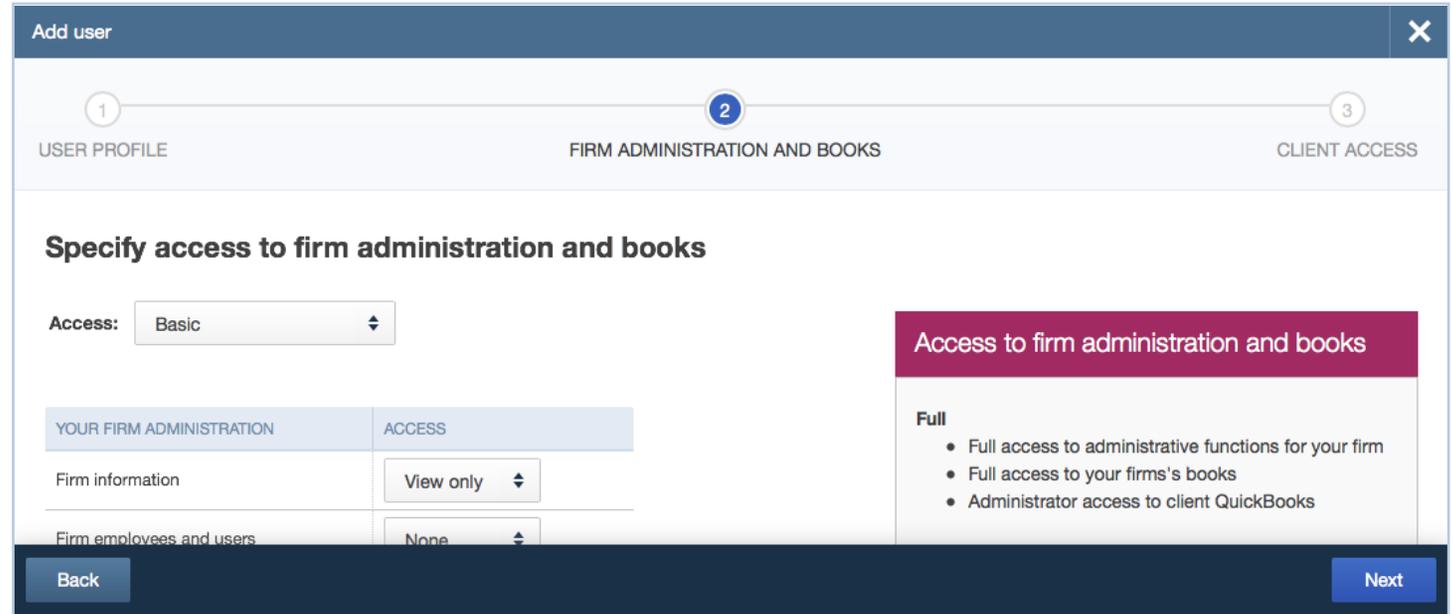
TEAM PAGE > NEW USER BUTTON



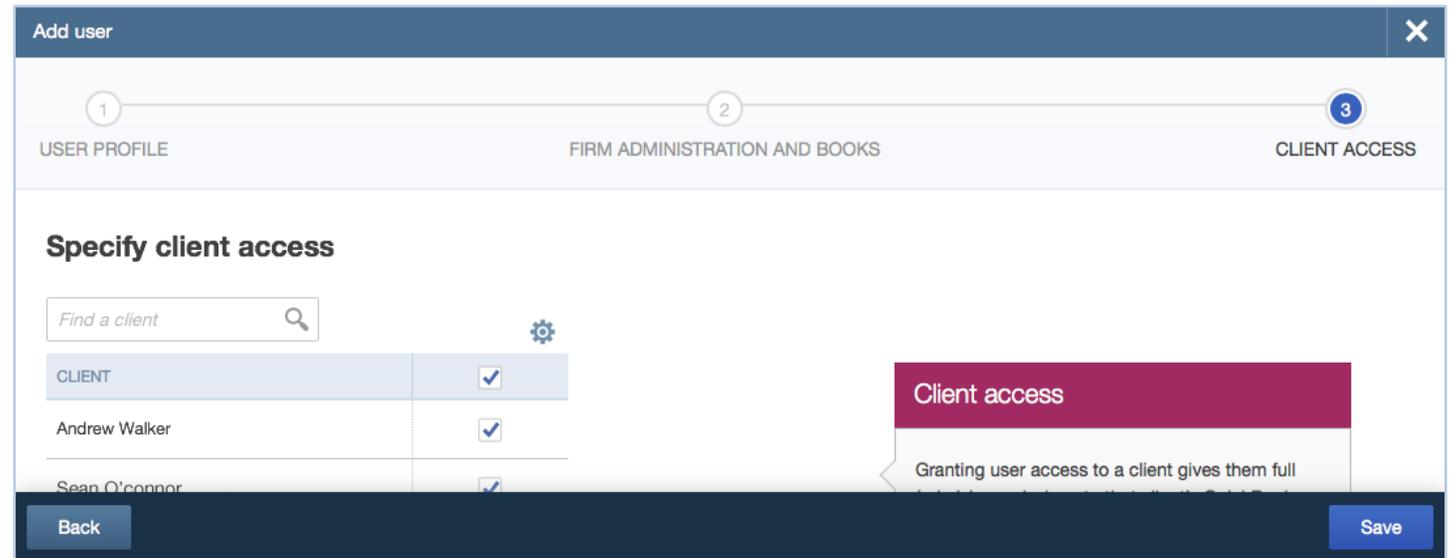
ADD USER

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.



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 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 displays the QuickBooks Accountant ProAdvisor interface. The top navigation bar includes the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a search bar, and settings/help icons. The left sidebar shows 'YOUR PRACTICE' with options for 'Clients', 'Team', and 'ProAdvisor' (highlighted with an orange box), and 'YOUR BOOKS'. The main content area shows the user is a 'ProAdvisor Gold member' with 3 clients certified. It features three membership levels: SILVER, GOLD (3 clients certified), and DIAMOND. A 'Ready to advance? Get certified' button is visible. Below this, there are tabs for Certification, Profile, Training, Discounts, Resources, and Notifications. The 'Certification' tab is active, showing 'Benefits of Certification' and a 'QuickBooks Online CERTIFIED' badge with a 'Download Badge' button. A list of 'Optional Training Courses' is provided, including 'Getting Started: Product Overview, Navigating and Setting up QuickBooks Online' (1.5 credits), 'Recording Transactions in QuickBooks Online' (1 credit), 'Reporting and Troubleshooting Common Client Errors' (2 credits), 'Expanding Usability of QuickBooks Online' (1 credit), and 'The Accountant Tools: QuickBooks Online Accountant' (1 credit). On the right, there are sections for 'Basics of ProAdvisor Program' and 'Basics of Certification' with video thumbnails.

GETTING HELP

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 displays the QuickBooks Accountant interface for a user named Brenda Bowden Accounting. The main area shows a client list with columns for Name, Status, and For review. A Help menu is overlaid on the right side, featuring a search bar, search options, ProAdvisor level (GOLD), customer account number (12345678), live chat options, and useful links like Accountant community and Quickopedia.

CLIENTS		BOOKKEEPING			
Name	Status	For review			
Beautiful Landscaping 850-555-6787	Closed 01/31/15	1 change to closed books 2 more items...	Download failed 02/02/15		
Johnny Pops 850-555-9988	Closed 01/31/15	1 check without a payee	Last download 01/12/15	Next pay date 02/15/15	1 tax, 2 forms expired 02/15/15
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