

QUICKBOOKS ONLINE ACCOUNTANT

Welcome Guide

Welcome to QuickBooks Online Accountant

We re-designed 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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NAVIGATING

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, 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 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 for Brenda Bowden Accounting. The navigation bar on the left includes 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'. The main content area displays a 'Welcome to QuickBooks Accountant' message with video thumbnails for 'Work with clients', 'Take a tour', and 'Share documents'. Below this is a table of clients with columns for Name, Status, For Review, Banking, and Requests. The table lists three clients: Beautiful Landscaping, Johnny Pops, and Nigel's Shipping Co. The interface also includes a search bar, a '+ Create' icon, and a 'Green Gear' icon for settings.

CLIENTS		BOOKKEEPING		OTHER
Name	Status	For Review	Banking	Requests
Beautiful Landscaping 0491 648 721	Closed 31/03/2015	1 change to closed books 2 more items...	Last download 08/04/2015	1 open request 0 of 1 documents received
Johnny Pops 0491 527 110	Closed 31/03/2015	1 cheque without payee	Last download 07/04/2015	1 open request 2 of 3 documents received
Nigel's Shipping Co. 0491 270 496				

NAVIGATING

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, and GST 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 client's document requests.
- 5 See status of documents received.
- 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	STATUS	BOOKKEEPING	BANKING	OTHER
Beautiful Landscaping 0491 040 7121	Closed 31/03/2015	1 change to closed books 2 more items...	Last download 08/04/2015	1 open request 0 of 1 documents received
Johnny Pops 0491 527 110	Closed 31/03/2015	1 cheque without payee	Last download 07/04/2015	1 open request 2 of 3 documents received
Nigel's Shipping Co. 0491 270 496				



QUICK TIP

From the gray gear icon (number 6), you can optimize the client dashboard for your practice.

Add clients

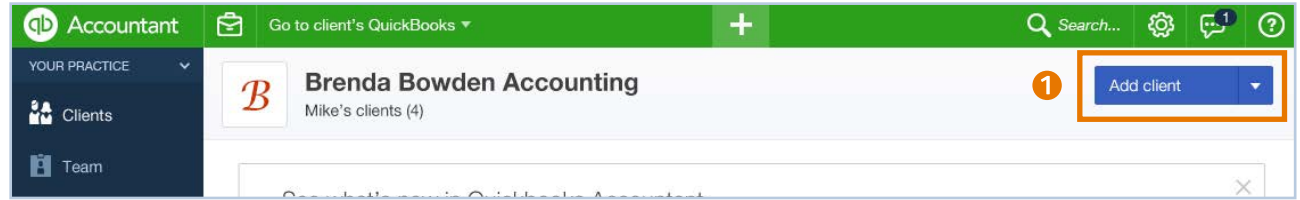
Here's how you add all your clients to QuickBooks Online Accountant:

- 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 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.

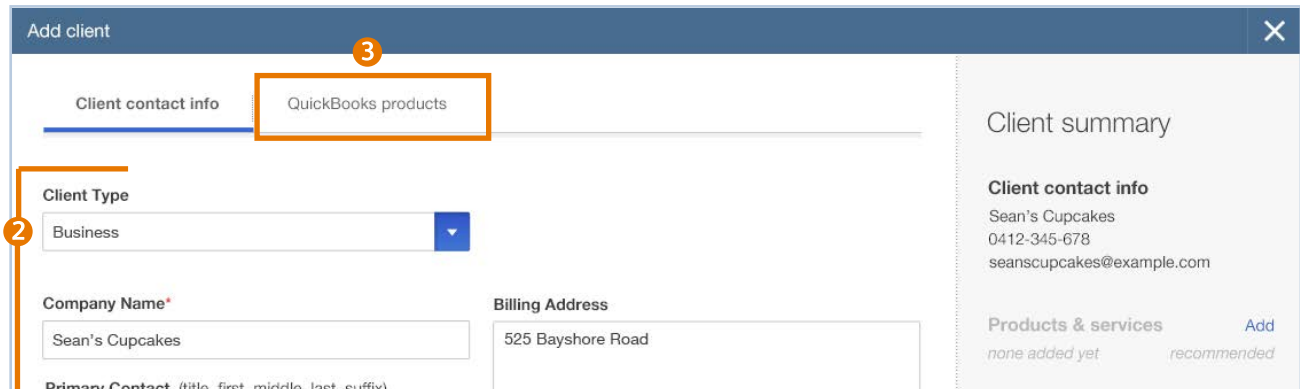


QUICK TIP

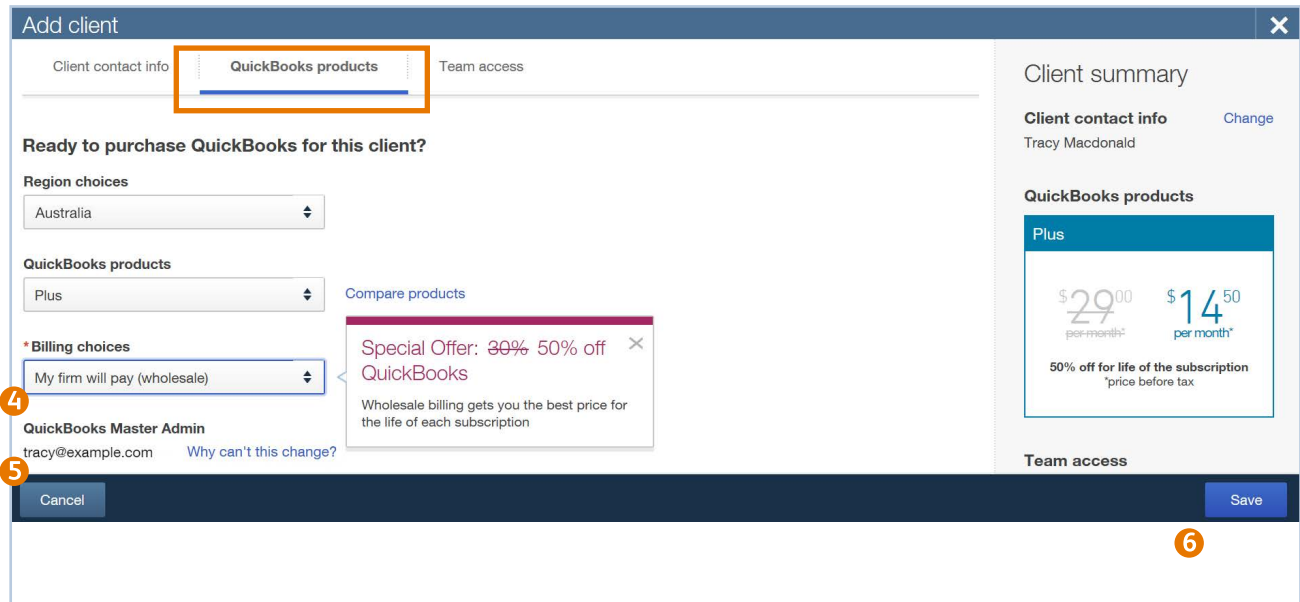
Wholesale billing lets you both make a profit and pass on a never-expiring discount to your clients for QuickBooks Online with or without Payroll.



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 Online to do this task.
- 3 Make or change notes about your client.
- 4 See accounts that need review.
- 5 Check recent requests for documents.
- 6 Store shared and private documents inside QuickBooks Online Accountant.

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

- Header:** 'qb Accountant' logo, 'Go to client's QuickBooks' dropdown (2), search bar, and 'Help' link.
- Left Sidebar:** 'YOUR PRACTICE' with 'Clients', 'Team', and 'ProAdvisor' options; 'YOUR BOOKS' with a right arrow.
- Client Profile:** 'Beautiful Landscaping' (1) with a 'New request' button. A note (3) says: 'They close at 5pm; best to call or email around noon. If Gina is not available, please talk to Patsy.' Contact info includes Email (ginahan@beautifullandscaping.au), Phone (0491 648 721), Fax (0491 648 722), and Mobile (0491 752 121). Billing address is 1234 Middlefield Road, Sydney, NSW 2000, Australia.
- Navigation:** 'Bookkeeping' (3), 'Requests' (5), and 'Documents' (6) tabs.
- Account Summary:** 'Books closed: 31/03/2015', 'Last sign in: 07/04/2015', 'Last download: 08/04/2015', and a 'Plus' button.
- Account Watchlist Table:**

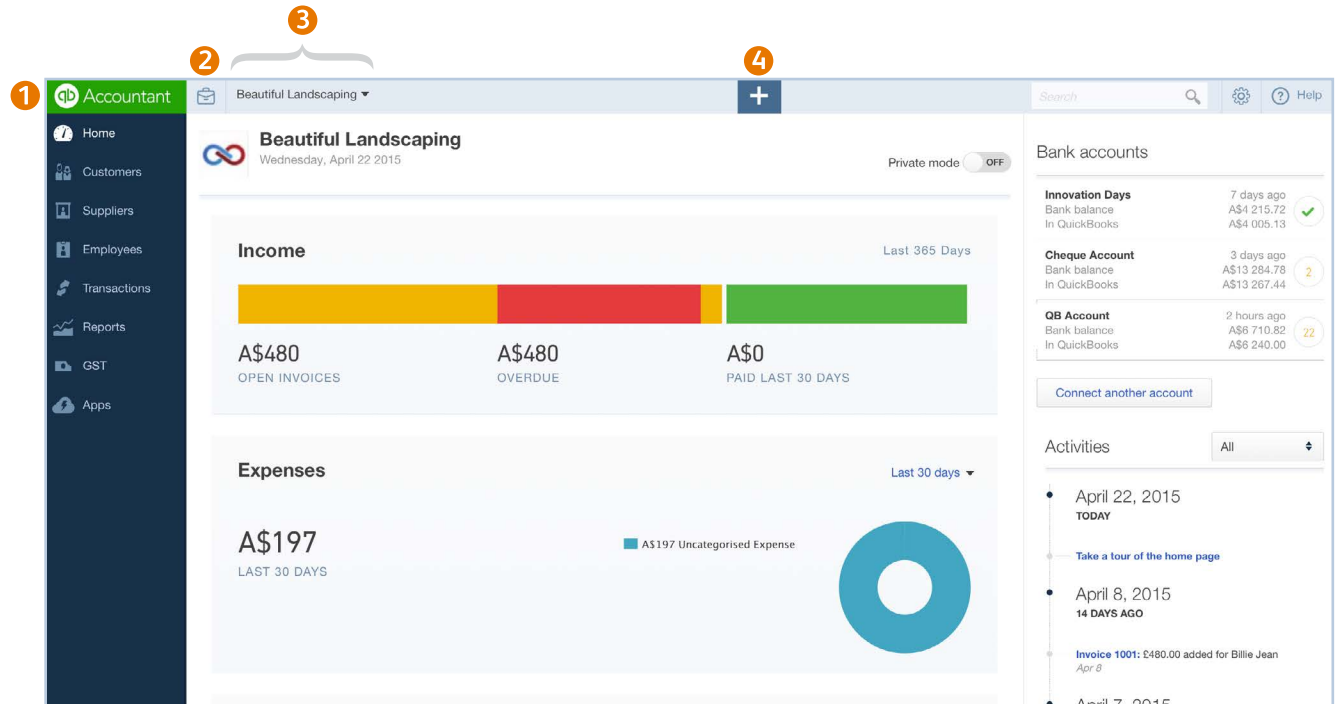
ACCOUNT	CURRENCY	CURRENT	LAST RECONCILED
Cheque Account	AUD	AS\$13 267.44	30/03/2015
Innovation Days	AUD	AS\$4 215.72	30/03/2015
QB Account	AUD	AS\$ 198.20	31/03/2015
Debtors	AUD	AS\$480.00	28/02/2015
- Review Alerts (4):** '24 unaccepted transactions' (Downloaded 08/04/2015, Review now), '2 changes to reconciled' (30/03/2015, Review now), and '1 change to closed books' (12/03/2015, Review now).

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.



SHARING DOCUMENTS

Request documents

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

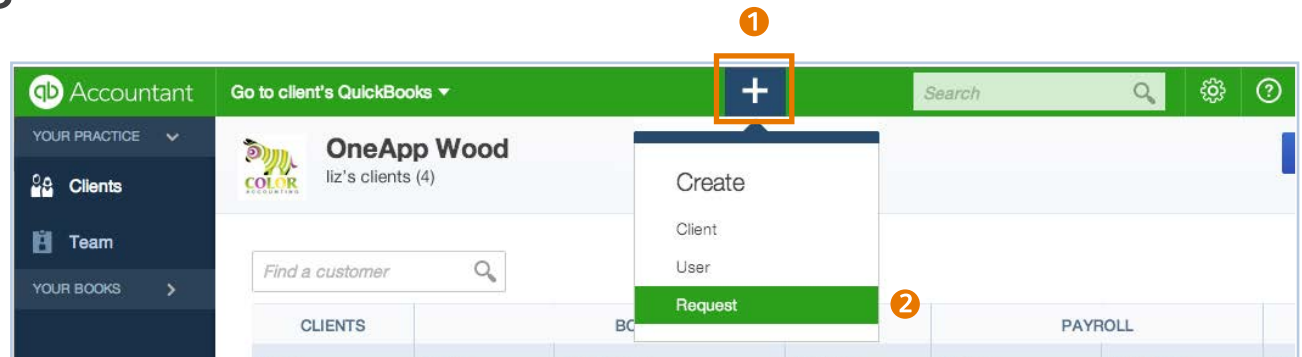
Note: The Master Admin for your QuickBooks Online Accountant account must set up a Box account before you can request or receive documents.

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

SHARING DOCUMENTS

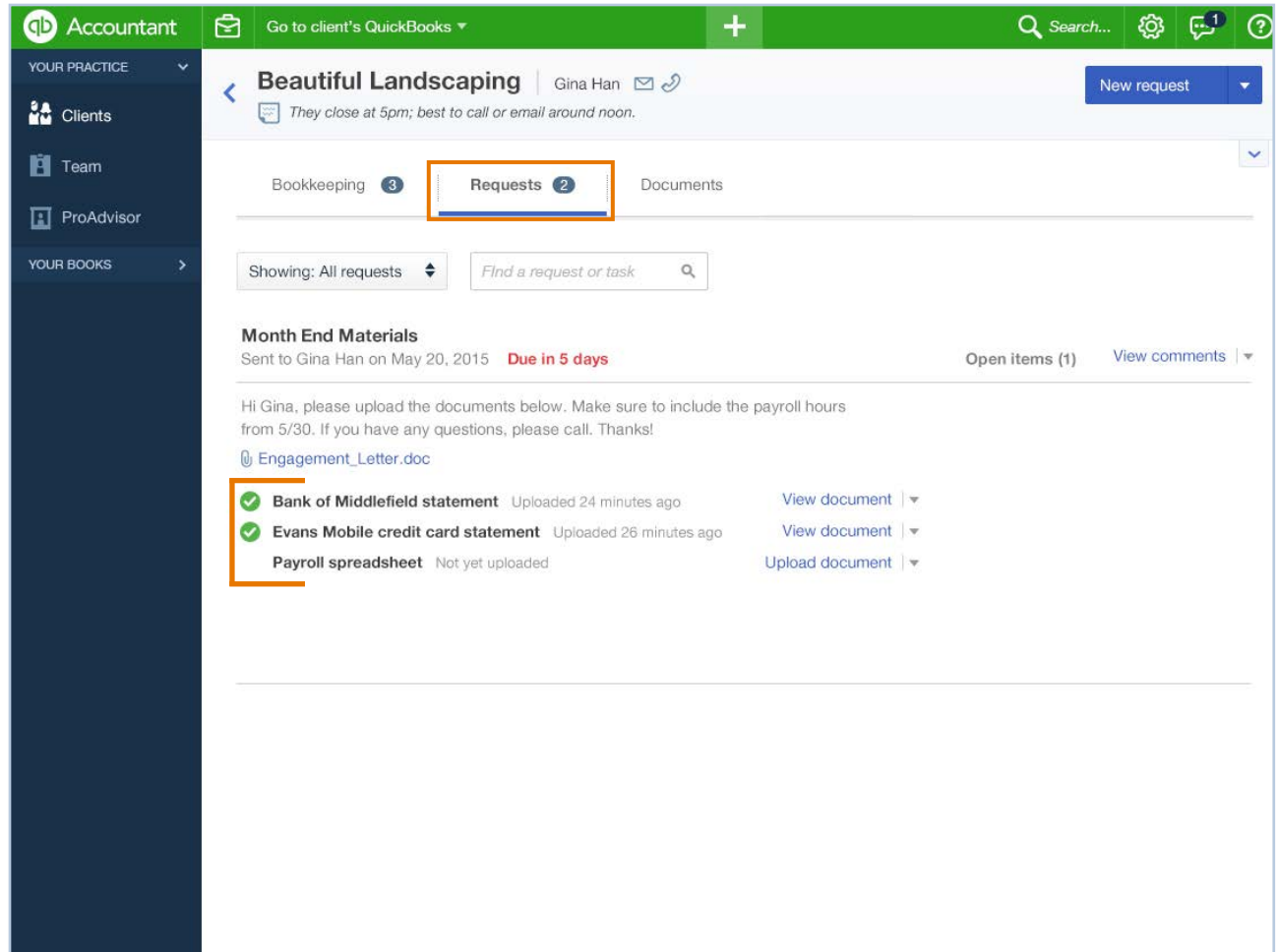
Track a document request

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. The top navigation bar is green and includes the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a plus sign, a search bar, and settings and help icons. The left sidebar is dark blue and contains 'YOUR PRACTICE' (Clients, Team, ProAdvisor) and 'YOUR BOOKS'. The main content area is for the client 'Beautiful Landscaping' (Gina Han). It features a 'New request' button and tabs for 'Bookkeeping 3', 'Requests 2', and 'Documents'. The 'Requests' tab is highlighted with an orange box. Below the tabs, there is a search bar and a list of requests. The first request is 'Month End Materials', sent to Gina Han on May 20, 2015, with a 'Due in 5 days' status. The request details include 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). 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 Online Accountant.

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



QUICK TIP

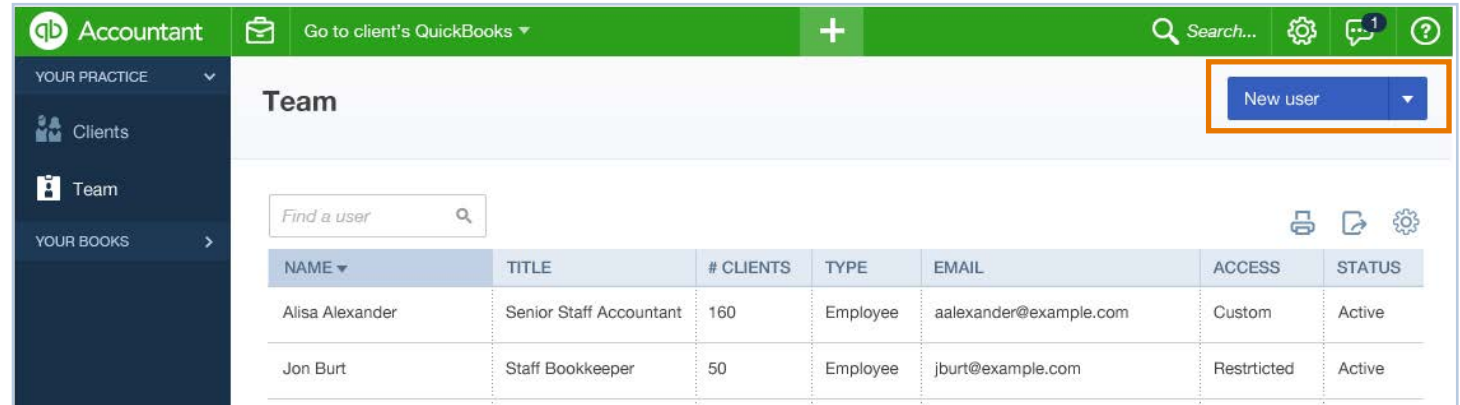
When you enter clients into your practice, they are automatically added to your QuickBooks Online as customers.

The screenshot shows the QuickBooks Online Accountant interface for a firm named "Beautiful Landscaping" on Wednesday, April 22, 2015. The interface includes a navigation bar on the left with options like Home, Customers, Suppliers, Employees, Transactions, Reports, GST, and Apps. The main content area displays financial summaries for the last 365 days. The "Income" section shows a bar chart with three segments: OPEN INVOICES (A\$480), OVERDUE (A\$480), and PAID LAST 30 DAYS (A\$0). The "Expenses" section shows a donut chart for the last 30 days with a total of A\$197, categorized as "A\$197 Uncategorised Expense". On the right side, there are sections for "Bank accounts" (listing Innovation Days, Cheque Account, and QB Account with their respective balances and dates) and "Activities" (listing recent events like "April 22, 2015 TODAY" and "Invoice 1001: £480.00 added for Billie Jean Apr 8").

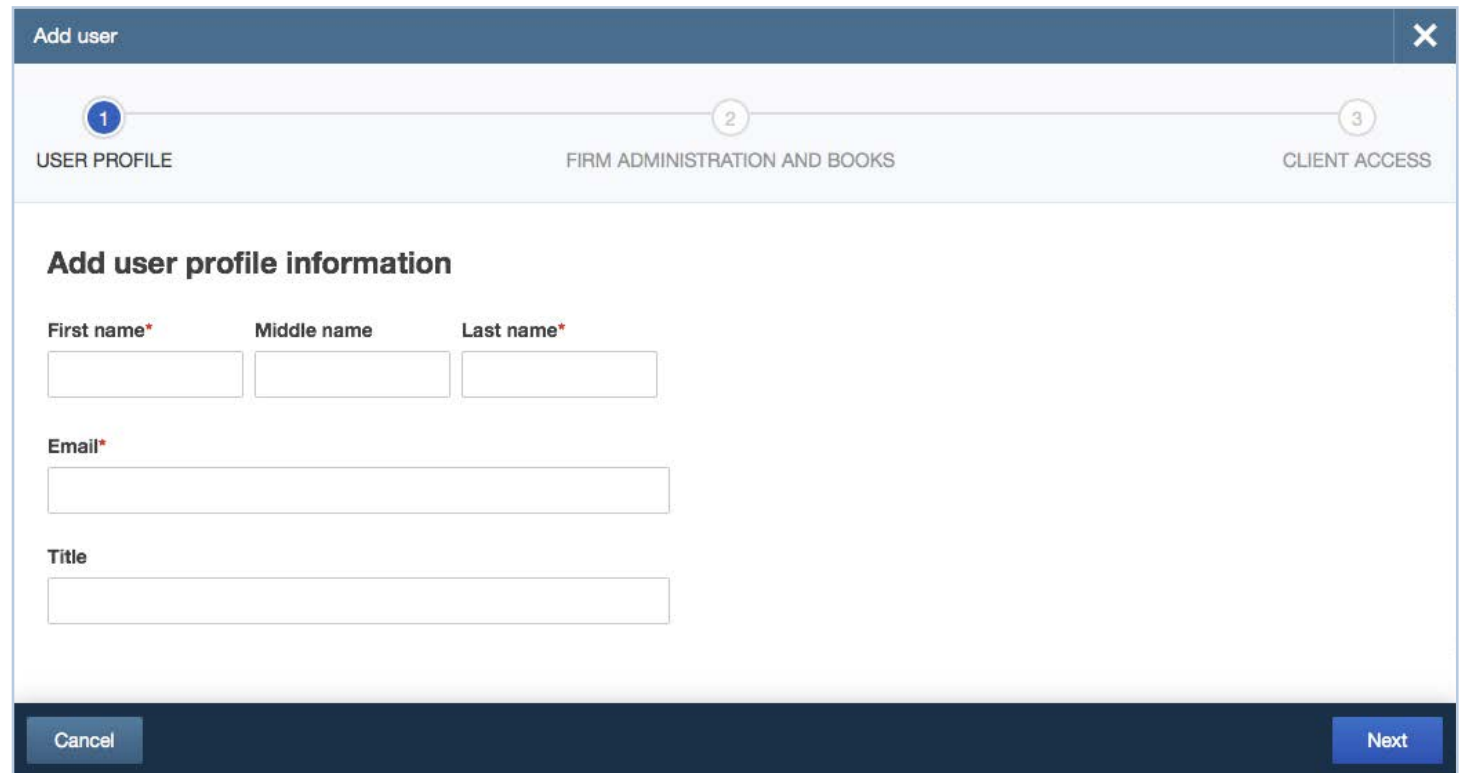
Add a user to QuickBooks Online Accountant

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.



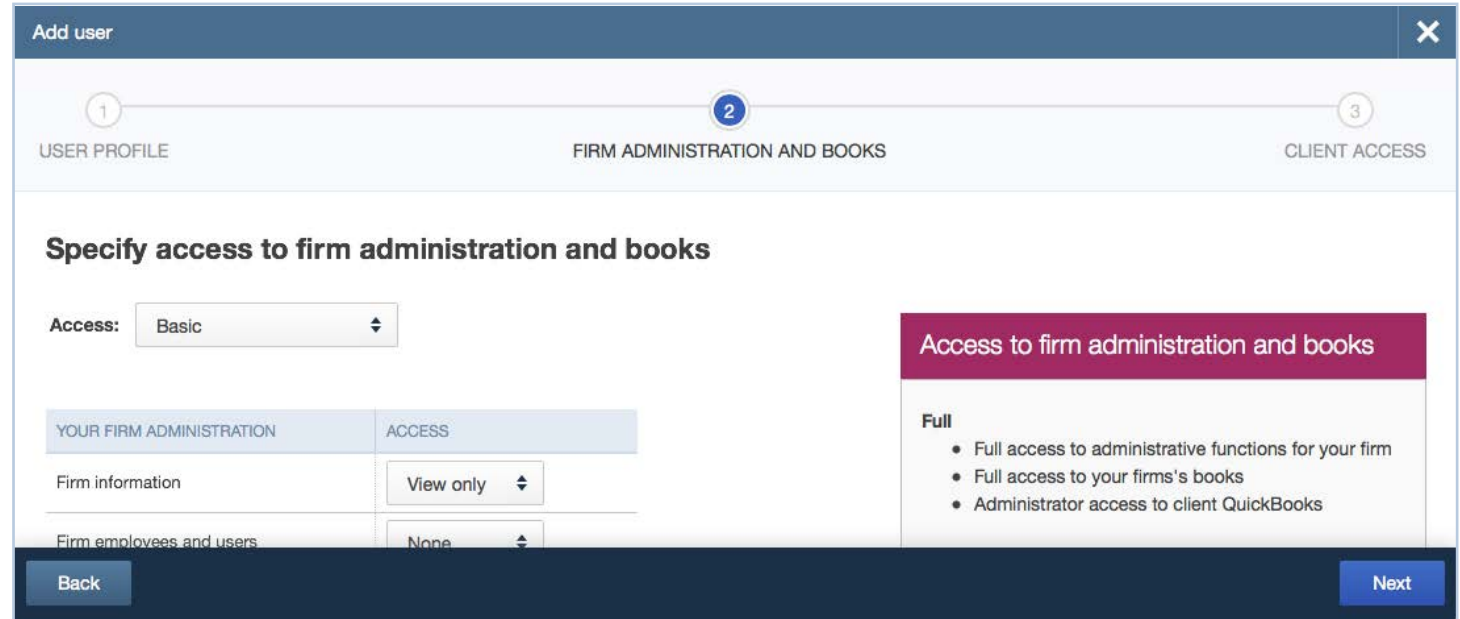
TEAM PAGE > NEW USER BUTTON



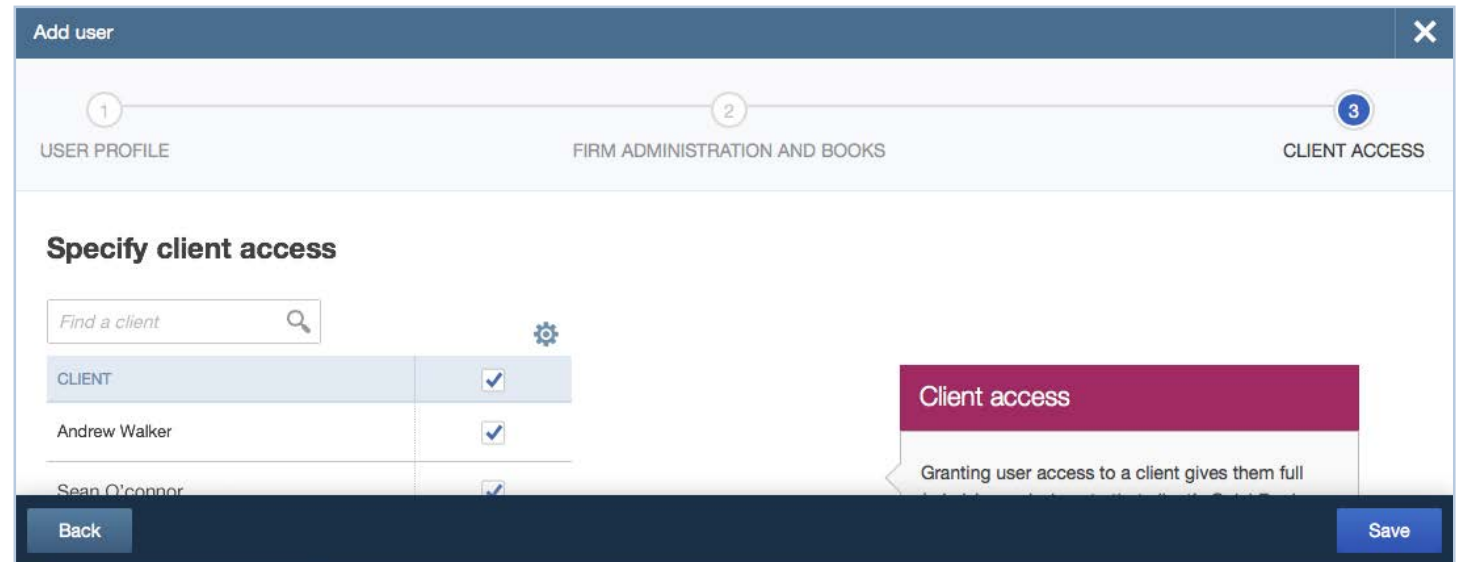
ADD USER

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

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.

