

Part 3: Managing Your Books with QBO and Apps

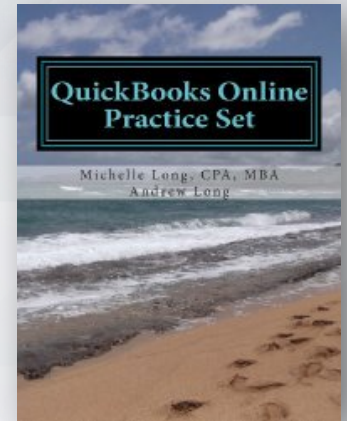
QuickBooks Online Fundamentals Series





- Long for Success, LLC
- www.LongforSuccess.com

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- **International speaker** – Intuit Trainer/Writer Network US, Canada, Australia and UK
- **Author** – 5 books (available on Amazon), co-author of Advanced Certifications for QB and other courses
- **Most Powerful Women 2016**, CPA Practice Advisor
- **Co-Host** – <http://QBPowerHour.com>
- **Linkedin Group** – <http://tinyurl.com/qbgroup>
- **Facebook Group** -- <http://facebookgroups.com/qbpowerhour>

QuickBooks Online Fundamentals Series

Part 1: Introducing QuickBooks Online Accountant

The first of a 3-part webinar series for accounting professionals who are brand new to QuickBooks Online and QuickBooks Online Accountant.

Part 2: Setting up your Firm's Books

The second of a 3-part webinar series covers how easy it is for accounting professionals to set up the free subscription to QuickBooks Online Plus that comes with QuickBooks Online Accountant.

Part 3: Managing your Firm's Books with QuickBooks Online and Apps

The last of the 3-part webinar series show accounting professionals how easy it is to use QuickBooks Online and apps to manage their firm's books.



Invest in your future with QuickBooks Education

Sign up at qbtrainingevents.com

			
Firm of the Future	Fundamentals Training	Certification Prep	Advanced Certification Prep
Grow and modernize your firm with insights from leading experts	Strengthen your basic QuickBooks Online skills to better support clients	Deepen your QuickBooks Online skills and receive key benefits	Master advanced QuickBooks Online techniques and unlock exclusive benefits
FOR All Accounting Professionals	FOR New to QuickBooks Online	FOR All Accounting Professionals	FOR Certified ProAdvisors
6 CPE CREDITS	7 CPE CREDITS	5 CPE CREDITS	10 CPE CREDITS

CPE Process



In order to receive CPE credit.

- You must attend and answer the polling and/or CPE keywords
- This webinar is eligible for up to 1.5 hours of CPE
- CPE certificates are emailed directly to you within 3 weeks of the training date to the email address you used to register

Learning Objectives

After completing this webinar, you should be able to:

- Describe the QuickBooks Online purchasing workflow
- Describe the QuickBooks Online sales workflow
- Run basic payroll in QuickBooks Online
- Perform routine month-end procedures in QuickBooks Online
- Determine the next steps to learn more about QuickBooks Online
- Determine the next steps for finding and supporting QuickBooks Online clients



Agenda

- Demonstration: How to use QuickBooks Online
- Mobile and Desktop apps
- Next steps
- Q&A



Use QuickBooks Online Demonstration

All elements of this demo can be found in the supplemental guide found
at http://bitly.com/setup_manage_qboa

QuickBooks Online Home Page

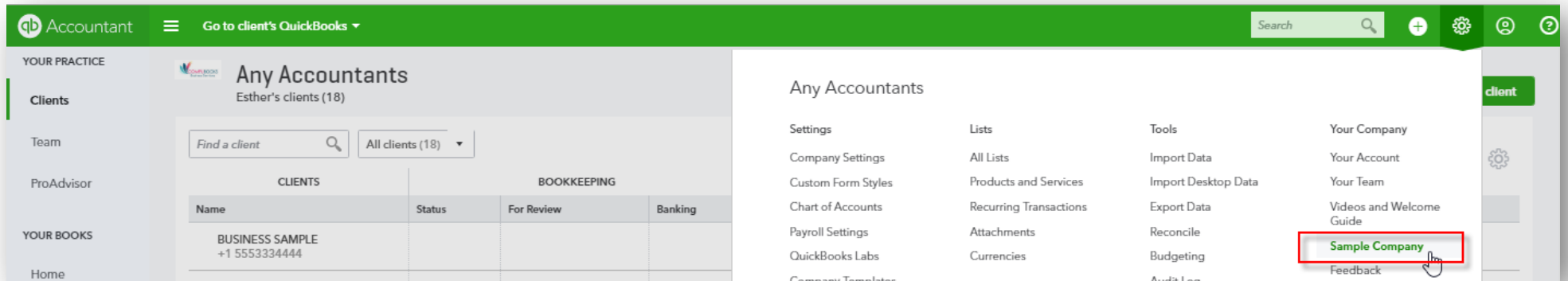
The screenshot shows the QuickBooks Online interface for a business named 'Craig's Design and Landscaping Services'. The top navigation bar includes the 'qb Accountant' logo, a search bar, and utility icons. A left sidebar lists navigation options: Home, Customers, Vendors, Employees, Transactions, Reports, and Sales Tax. The main content area features a 'Home' dashboard with several key sections:

- Task List:** A vertical list of tasks with checkboxes: 'See how much you're making', 'Start invoicing', 'Get set up by a pro', and 'Add the finishing touches'.
- Connect your bank:** A card with a bank icon and a green checkmark, labeled 'Connect your bank'.
- Review your transactions:** A card with a donut chart icon and a '2' in a circle, labeled 'Review your transactions'.
- See your profits:** A card with a bar chart icon and a '3' in a circle, labeled 'See your profits'.

Below these are four summary cards:

- Profit and Loss:** Shows a net profit of **-\$283** for November. A bar chart compares **\$11,226 INCOME** (green bar) and **\$11,509 EXPENSES** (teal bar).
- Expenses:** Shows a total of **\$6,930** for the last month. A donut chart breaks this down into:
 - Miscellaneous: \$2,666
 - Maintenance and...: \$940
 - Rent or Lease: \$900
 - Everything else: \$2,424
- Bank accounts:** Lists 'Mastercard' and 'Checking' accounts. For Mastercard, the bank balance is \$304.96 and there are 7 items 'TO REVIEW'. For Checking, the bank balance is -\$3,621.93 and there are 25 items 'TO REVIEW'.
- Sales:** Shows a total of **\$8,426** for the last month.

General QBO Navigation: QBOA Sample Company



The screenshot displays the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a 'Go to client's QuickBooks' dropdown, a search bar, and utility icons for adding, settings, user profile, and help. The main content area is titled 'Any Accountants' and shows 'Esther's clients (18)'. A search bar and a dropdown menu are present. Below this is a table with columns for 'Name', 'Status', 'For Review', and 'Banking'. The table contains one entry: 'BUSINESS SAMPLE +1 5553334444'. To the right, a navigation menu is open, listing various settings and tools. The 'Sample Company' option is highlighted with a red box and a mouse cursor.

CLIENTS		BOOKKEEPING	
Name	Status	For Review	Banking
BUSINESS SAMPLE +1 5553334444			

- Settings
 - Company Settings
 - Custom Form Styles
 - Chart of Accounts
 - Payroll Settings
 - QuickBooks Labs
 - Company Templates
- Lists
 - All Lists
 - Products and Services
 - Recurring Transactions
 - Attachments
 - Currencies
- Tools
 - Import Data
 - Import Desktop Data
 - Export Data
 - Reconcile
 - Budgeting
 - Audit Log
- Your Company
 - Your Account
 - Your Team
 - Videos and Welcome Guide
 - Sample Company**
 - Feedback

Navigating the QuickBooks Online Home Page

The screenshot shows the QuickBooks Online Accountant interface for a business named 'Craig's Design and Landscaping Services'. The interface includes a left-hand navigation menu, a top search bar, and a main dashboard area with several key metrics and action items.

Navigation Menu: Home, Customers, Vendors, Employees, Transactions, Reports, Sales Tax.

Business Name: Craig's Design and Landscaping Services (with a logo icon and a privacy toggle).

Task List:

- See how much you're making
- Start invoicing
- Get set up by a pro
- Add the finishing touches

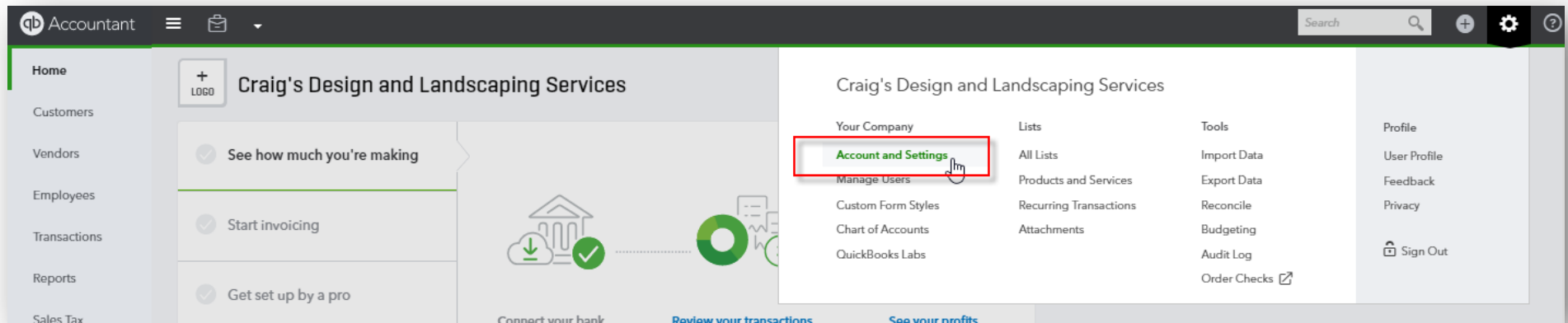
Key Metrics and Actions:

- Connect your bank:** Represented by a bank icon and a checkmark.
- Review your transactions:** Represented by a donut chart with a '2' in a circle.
- See your profits:** Represented by a bar chart with a '3' in a circle.

Summary Cards:

- Profit and Loss:** Last month. NET PROFIT FOR NOVEMBER: **\$-283**. Includes a bar chart showing Income (\$11,226) and Expenses (\$11,509).
- Expenses:** Last month. **\$6,930**. Includes a donut chart showing categories: Miscellaneous (\$2,666), Maintenance and... (\$940), Rent or Lease (\$900), and Everything else (\$2,424).
- Bank accounts:** Edit. Shows Mastercard (Bank balance: \$304.96, In QuickBooks: \$157.72, 7 TO REVIEW) and Checking (Bank balance: \$-3,621.93, 25 TO REVIEW).

Don't Forget the Account and Settings



Help

Search

Help

What do you need help with?

> Search options

ProAdvisor level **DIAMOND**

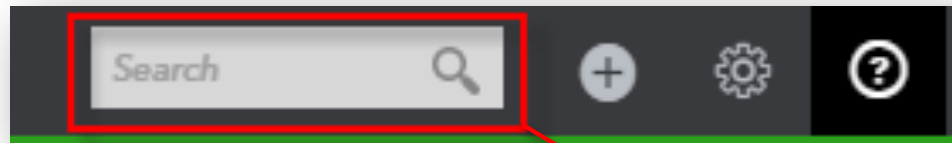
Live Chat: *Currently not available*
Mon - Fri from 5AM - 7PM PST
Sat - Sat from 6AM - 3PM PST

Call support @ 1-888-333-3451
Mon - Fri from 5AM - 7PM PST
Sat - Sat from 6AM - 3PM PST

Need more help?
[Accountant help hub](#)



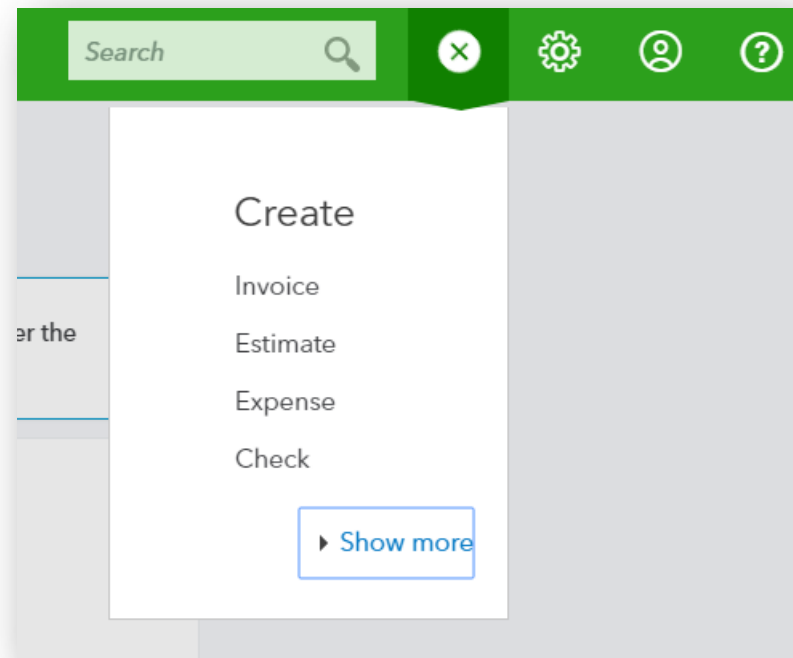
Search

A screenshot of the search results page. At the top right is a search bar with the text "Search" and a magnifying glass icon. Below it is a list of search results. Each result consists of a transaction description, a date, and an amount, followed by a "Recent txn" or "Report" link. A red arrow points from the search input field in the navigation bar to a red box highlighting the "Advanced search" link at the bottom right of the results list.


Transaction Description	Date	Amount	Link
Credit Card Expense	12/24/2016	\$34...	Recent txn
Credit Card Expense	12/05/2016	\$42...	Recent txn
Credit Card Expense	12/11/2016	\$19...	Recent txn
Credit Card Expense	12/04/2016	\$19...	Recent txn
Credit Card Expense	12/04/2016	\$18...	Recent txn
Credit Card Credit	12/13/2016	\$900.00	Recent txn
Check No. Debit	11/27/2016	\$19.99 S...	Recent txn
Cash Expense	11/25/2016	\$3.86 Bob'...	Recent txn
Cash Expense	11/20/2016	\$19.99 Sq...	Recent txn
Cash Expense	11/20/2016	\$5.66 Bob'...	Recent txn
r:A/P Aging Detail			Report
r:A/P Aging Summary			Report







Quick Create



Quick Create: Choose Your Transaction

Search 


   

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)

Recent Transactions

 Check #71

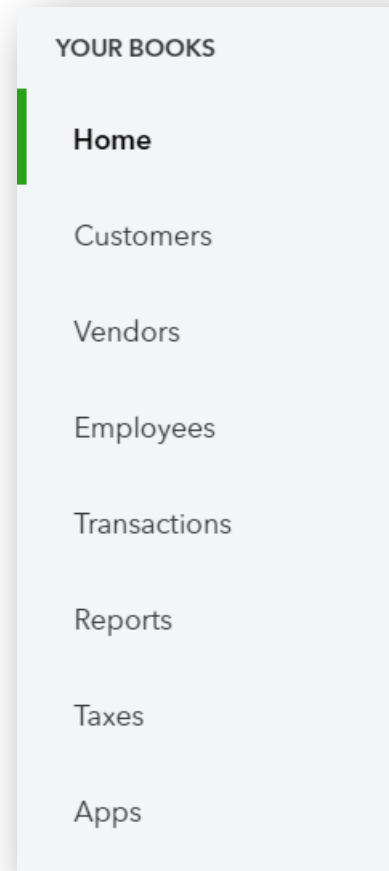
Recent Checks

Check No. Debit	11/27/2016	\$19.99	Squeaky Kle...
Check No.70	11/21/2016	\$185.00	Chin's Gas a...
Check No.75	11/29/2016	\$228.75	Hicks Hardware
Check No.12	10/19/2016	\$55.00	Books by Be...
Check	11/20/2016	\$100.00	Tony Rondon...
Check No.5	10/25/2016	\$62.01	Chin's Gas a...
Check No.4	10/10/2016	\$54.55	Chin's Gas a...
Check No.2	11/23/2016	\$18.08	Mahoney Mugs

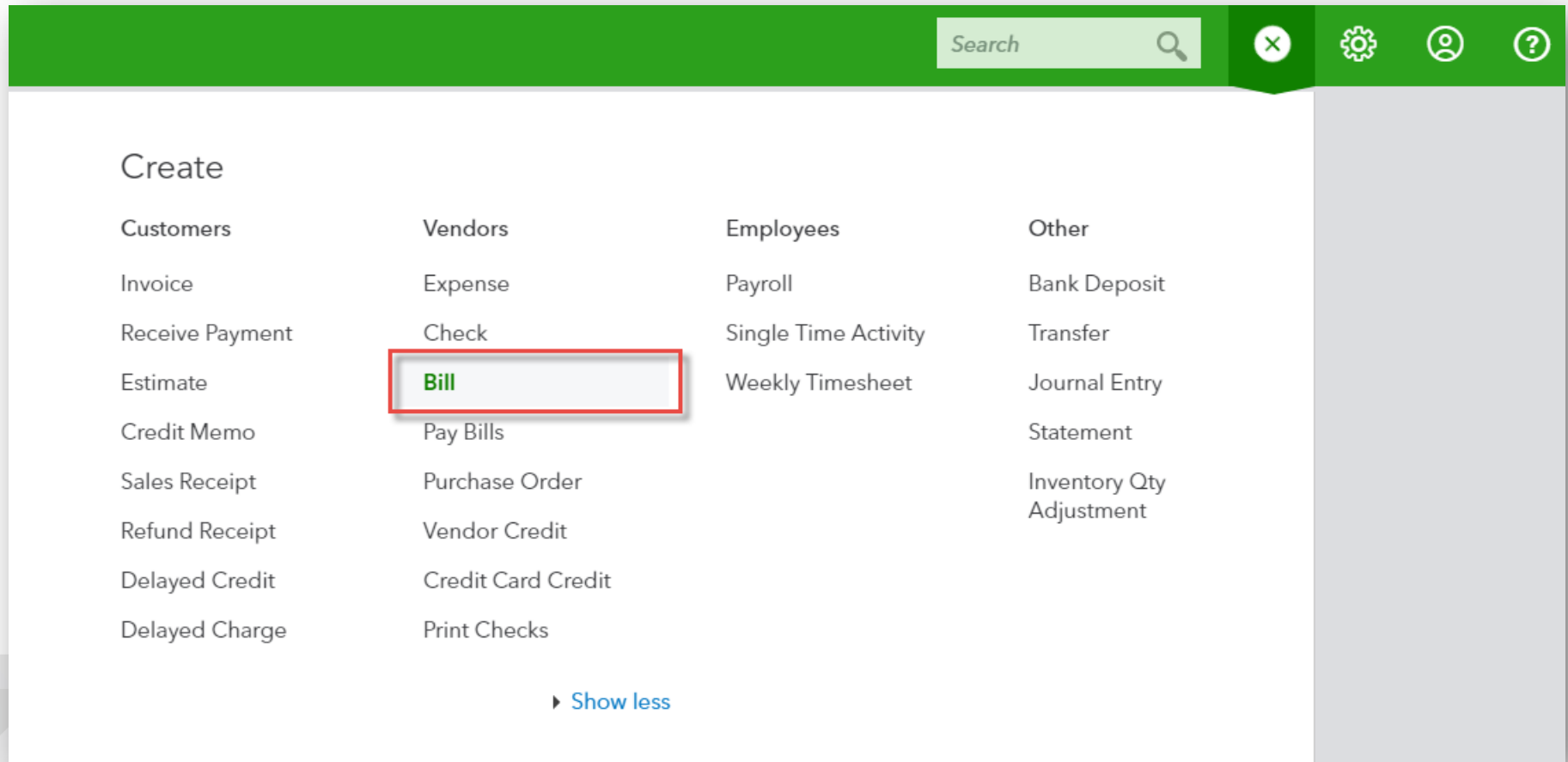
[View More](#)



Left-Hand Navigation Bar



Purchase and Expense Workflows: Bills, etc.



The screenshot shows the 'Create' menu in Intuit QuickBooks. The menu is organized into four columns: Customers, Vendors, Employees, and Other. The 'Bill' option under the Vendors column is highlighted with a red box. The interface includes a search bar and navigation icons at the top.

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)

Purchase and Expense Workflows: Bills, etc.

Bill #1111

Norton Lumber and Building Mat

1 linked transaction

BALANCE DUE
\$205.00

Make payment

Mailing address: Julie Norton, Norton Lumber and Building Materials, 4528 Country Road, Middlefield, CA 94303

Terms: [] Bill date: 12/03/2016 Due date: 12/03/2016 Bill no.: 1111

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
+	1 Enter Text			<input type="checkbox"/>	<input type="checkbox"/>	Enter Text
⋮	2					

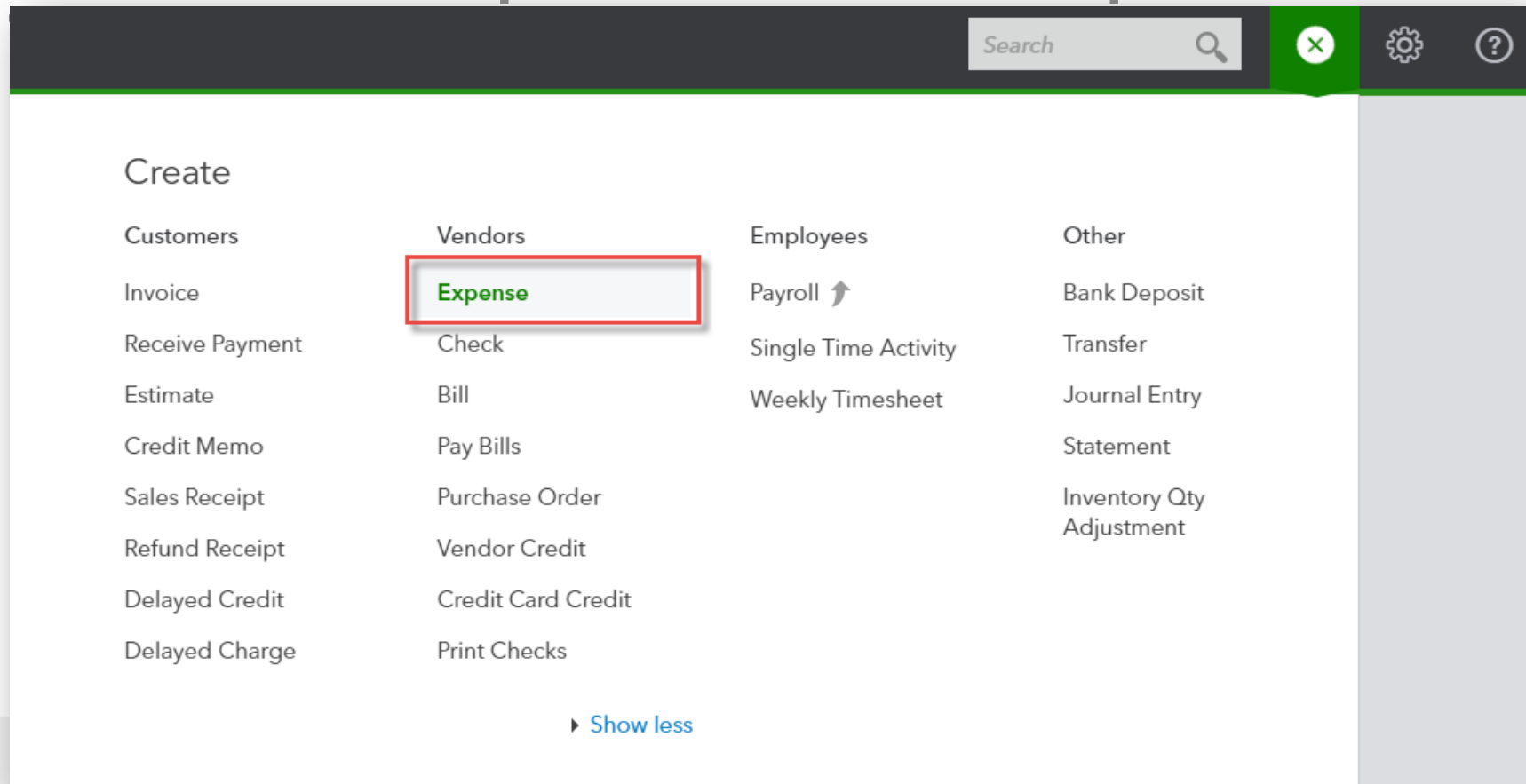
Add lines Clear all lines

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
⋮	1 Design:Fountains:Pump	Fountain Pump	8	10	80.00			
⋮	2 Design:Fountains:Rock Founta	Rock Fountain	1	125	125.00			



Purchase and Expense Workflows: Expense



The screenshot displays the 'Create' menu in the Intuit QuickBooks interface. The menu is organized into four columns: Customers, Vendors, Employees, and Other. The 'Expense' option under the 'Vendors' column is highlighted with a red rectangular border. The interface includes a search bar at the top right, a close button (X), a settings gear icon, and a help question mark icon. A 'Show less' link is located at the bottom of the menu.

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↗	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)

Purchase and Expense Workflows: Filling out

Expense

Chin's Gas and Oil Mastercard Balance \$157.72

Payment date: 12/25/2016

Payment method: **Mastercard**

Expense AMOUNT \$52.56

Chin's Gas and Oil Mastercard Balance \$157.72

Payment date: 12/25/2016

Payment method: MasterCard

Ref no.

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Automobile:Fuel		52.56	✓	✓	Bill's Windsurf Shop
2						
3						

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	TAX	CUSTOMER
1								
2								

Memo Total \$52.56

Attachments Maximum size: 25MB

Make recurring

Purchase and Expense Workflows: Checks

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↗	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)



Purchase and Expense Workflows: Filling out Checks

Check #To print
?
×

Chin's Gas and Oil

Checking

Balance \$1,201.00

AMOUNT

\$185.00

Mailing address

Chin's Gas and Oil

Payment date

11/21/2016

Check no.

To print

Print later

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Maintenance and Repair		185.00			
2						

▶ Item details

Purchase and Expense Workflows: Printing Checks

Create

Customers

Invoice

Receive Payment

Estimate

Credit Memo

Sales Receipt

Refund Receipt

Delayed Credit

Delayed Charge

Vendors

Expense

Check

Bill

Pay Bills

Purchase Order

Vendor Credit

Credit Card Credit

Print Checks

Employees

Payroll ↗

Single Time Activity

Weekly Timesheet

Other

Bank Deposit

Transfer

Journal Entry

Statement

Inventory Qty
Adjustment

▶ [Show less](#)

Purchase and Expense Workflows: Printing Checks - Setup


Print checks setup

1 PRINT SAMPLE 2 SET UP PDF READER 3 ADJUST ALIGNMENT

Select a check type and print a sample

a Select the type of checks you use:

Voucher Standard



You can order [checks from Intuit](#).

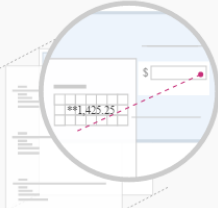
b Load blank paper in your printer.

c

d Place the sample on top of a blank check page. Hold them both up to the light.

Why do this?

Print a sample on blank paper to see if text lines up correctly on preprinted checks. If you need to make adjustments, you won't waste any of your actual checks.



Align numbers to amount box on check.

Tip! Most QuickBooks users have the best experience printing from a Chrome browser.

Cancel Are the fields lined up properly?

Purchase and Expense Workflows: Selecting Checks to Print

Print Checks ✕

Checking Balance \$1,201.00 3 checks selected \$257.63

Sort by Date / Order created Show all checks Starting check no.

<input checked="" type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	10/10/2016	Check	Chin's Gas and Oil	\$54.55
<input checked="" type="checkbox"/>	11/21/2016	Check	Chin's Gas and Oil	\$185.00
<input checked="" type="checkbox"/>	11/23/2016	Check	Mahoney Mugs	\$18.08

[Previous](#) 1-3 [Next](#)



Purchase and Expense Workflows: Selecting Checks to Print

Did your checks print OK?

Yes, they all printed correctly

Some checks need reprinting, starting with check: 1001 ▾

No, keep all checks in the Print Checks list

Don't forget to sign your checks!

Done



Sales Workflows: Creating Estimates

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↗	Bank Deposit
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

▶ [Show less](#)



Sales Workflows: Filling out Estimates

Estimate #2000
AMOUNT
\$1,005.00

Send later

Billing address
 Kathy Paulsen
 Paulsen Medical Supplies
 900 Main St.
 Middletfield, CA 94303

Estimate date
Expiration date

Estimate no.

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Design:Design	Custom Design	4	75	300.00	
2	Landscaping:Installation	Installation of landscape design	5	50	250.00	
3	Design:Fountains:Rock Founta	Rock Fountain	1	275	275.00	
4	Design:Rocks	Garden Rocks	8	22.50	180.00	
5						

Subtotal \$1,005.00
Taxable subtotal
 Select a sales tax rate
Discount percent \$0.00
Total \$1,005.00
Estimate Total \$1,005.00

Message displayed on estimate

Memo

Attachments Maximum size: 25MB

[Show existing](#)

Privacy

Cancel Clear
Print or Preview Make recurring Customize
Save **Save and send**

Sales Workflows: Turning Estimates into Invoices

The screenshot shows the QuickBooks Accountant interface. At the top, there's a navigation bar with the 'qb Accountant' logo, a search bar, and utility icons. A left sidebar contains navigation options: Home, Customers, Vendors, Employees, Transactions, Reports, and Sales Tax. The main content area is titled 'Customers' and includes a 'Clear Filter / View All' link and a 'New customer' button. Below this, there are five summary cards: 'Unbilled Last 365 Days' (\$1,005, 1 ESTIMATE), 'Unpaid Last 365 Days' (\$750, 3 UNBILLED ACTIVITY), 'Overdue' (\$1,526, 10 OVERDUE), 'Open Invoices' (\$5,282, 20 OPEN INVOICES), and 'Paid' (\$3,136, 12 PAID LAST 30 DAYS). A table below lists customer estimates. The first row is for 'Paulsen Medical Supplies' with a phone number of (650) 557-4569, 1 open estimate, and an estimate amount of \$1,005.00. The '1 Open estimate' link is highlighted with a red box. The table also includes a 'Start invoice' button and pagination controls at the bottom right.

CUSTOMER / COMPANY	PHONE	OPEN ESTIMATES	ESTIMATE AMOUNT	ACTION
Paulsen Medical Supplies Paulsen Medical Supplies	(650) 557-4569	1 Open estimate	\$1,005.00	Start invoice

Sales Workflows: The Resulting Invoice from an Estimate

Paulsen Medical Supplies ✉ 🔗

Paulsen Medical Supplies | 900 Main St., Middlefield, CA 94303

[Add notes](#)

Edit

New transaction ▼

\$954.75
OPEN

\$0.00
OVERDUE

Transaction List
Customer Details

Batch actions ▼
Filter ▼

🖨 📄 ⚙

<input type="checkbox"/>	DATE ▼	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
<input type="checkbox"/>	12/25/2...	Estimate	2000	12/25/2016	\$0.00	\$1,005.00	Pending	Start invoice ▼
<input type="checkbox"/>	11/27/2...	Invoice	1015	12/27/2016	\$954.75	\$954.75	Open	Receive payment ▼
<input type="checkbox"/>	11/25/2...	Estimate	1001	12/27/2016	\$0.00	\$1,005.00	Closed	Print ▼

< First Previous 1-3 of 3 Next Last >

Sales Workflows: The Resulting Invoice from an Estimate

🔄 Invoice #1038
⚙️ ? ✕

Paulsen Medical Supplies
▼

1 linked transaction

Medical@intuit.com

Cc/Bcc

BALANCE DUE

\$1,005.00

Billing address

Kathy Paulsen
 Paulsen Medical Supplies
 900 Main St.
 Middlefield, CA 94303

Terms

Net 30
▼

Invoice date

12/25/2016

Due date

01/24/2017

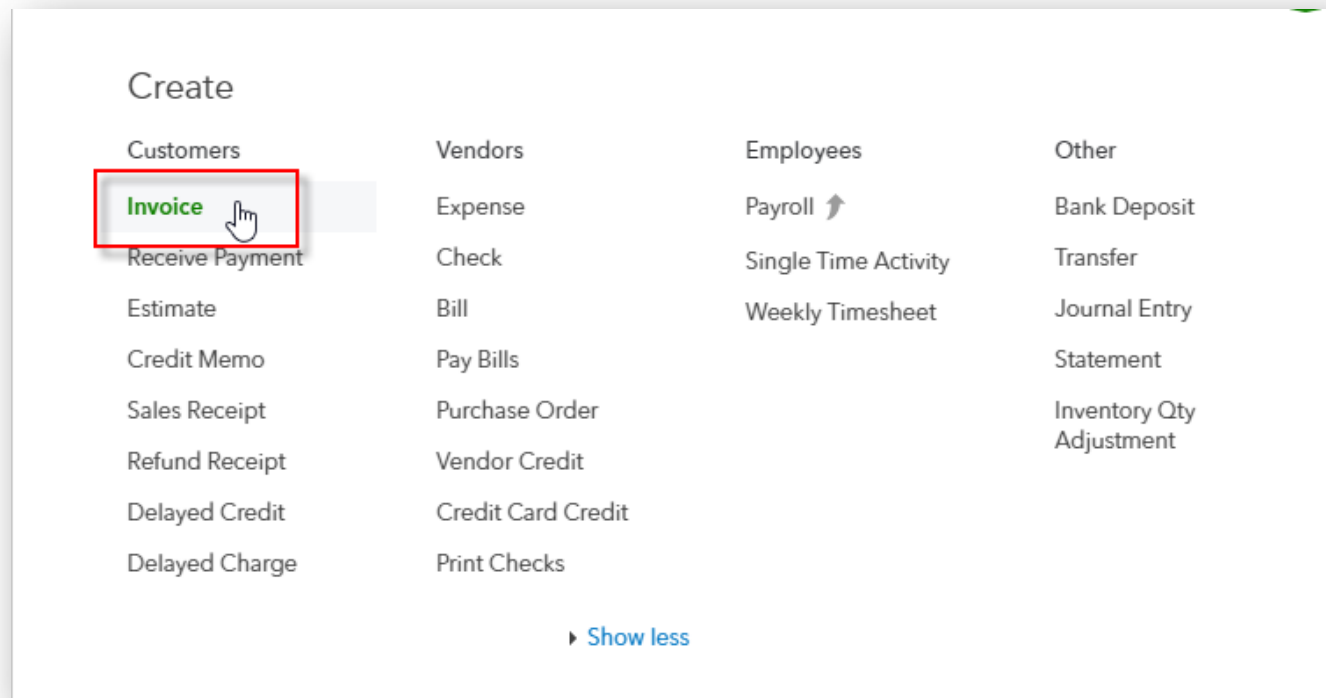
Invoice no.

1038

Crew #

	#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX		
☰	1	Design:Design	Custom Design	4	75	300.00		<	🗑️
☰	2	Landscaping:Installation	Installation of landscape design	5	50	250.00		<	🗑️

Sales Workflows: Creating Invoices (Not from an Estimate)



Sales Workflows: Filling out the Invoice (Not from an Estimate)

Invoice #1036
Settings ? X

Freeman Sporting Goods:0969 C Sporting_goods@intuit.com

Send later Go!cc

BALANCE DUE

\$477.50

[Receive payment](#)

Billing address **Terms** **Invoice date** **Due date**

Sasha Tillou Net 30 11/29/2016 12/29/2016

Freeman Sporting Goods

370 Easy St.

Middlefield, CA 94482

Crew #

105

Invoice no.

1036

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Landscaping:Sod	Sod	5	10	50.00	✓
2	Landscaping:Soil	2 cubic ft. bag	5	10	50.00	✓
3	Landscaping:Gardening	Weekly Gardening Service	3.5	25	87.50	
4	Design:Fountains:Rock Founta	Rock Fountain	1	275	275.00	✓
5	Design:Fountains:Pump	Fountain Pump	1	15	15.00	✓
6						

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

Message displayed on invoice

Thank you for your business and have a great day!

Statement memo

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

[Show existing](#)

Subtotal \$477.50

Taxable subtotal

Select a sales tax rate

Discount percent \$0.00


Total \$477.50

Balance due \$477.50

Cancel Revert
Print or Preview Make recurring Customize More
Save [Save and send](#)

Sales Workflows: Receiving Payment on Invoices

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↗	Bank Deposit
Receive Payment 	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)



Sales Workflows: Filling out the Receive Payment on Invoices

Receive Payment
?
✕

Find by invoice no.

Enter your customer's credit card or bank info to process this payment.

VISA
MasterCard
Discover
ACH

AMOUNT RECEIVED
\$239.00

Payment date

Payment method **Reference no.** **Deposit to** **Amount received**

Outstanding Transactions

 All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1021 (11/07/2016)	12/07/2016	459.00	239.00	<input type="text" value="239.00"/>

< First Previous 1-1 of 1 Next Last >


Amount to Apply \$239.00
Amount to Credit \$0.00

Memo

Cancel
Clear
Save and new

Sales Workflows: Depositing the Money You Received

Create

Customers	Vendors	Employees	Other
Invoice	Expense	Payroll ↗	Bank Deposit 
Receive Payment	Check	Single Time Activity	Transfer
Estimate	Bill	Weekly Timesheet	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

[▶ Show less](#)



Sales Workflows: Filling out the Bank Deposit

Deposit
?
✕

Checking
Balance \$1,201.00
Date 12/27/2016

AMOUNT

\$11,801.52

Select Existing Payments

	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Cool Cars	11/29/2016	Payment	Enter Text	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	1675.52
<input checked="" type="checkbox"/>	Freeman Sporting Goods:0969 Ocean View Road	11/29/2016	Payment	Enter Text	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	387.00
<input checked="" type="checkbox"/>	Amy's Bird Sanctuary	12/25/2016	Payment	Check	<input style="width: 100%;" type="text"/>	3434	239.00

1-3 of 3 « < > »

Total 2301.52
Selected Payments Total 2301.52

Select all
Clear all

Add New Deposits

	#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
<input type="checkbox"/>	1	John Johnson	Shareholder Loan		Check	1111	10,000.00
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						

New Deposits Total
\$10,000.00

Add lines
Clear all lines

Track returns for customers

Memo

Cash back goes to

Petty Cash

Cash back memo

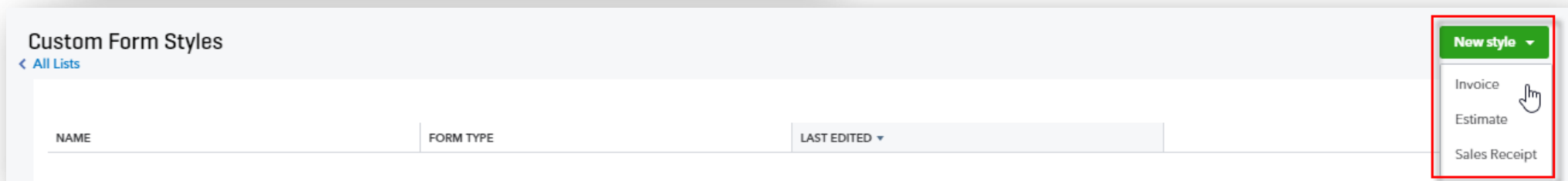
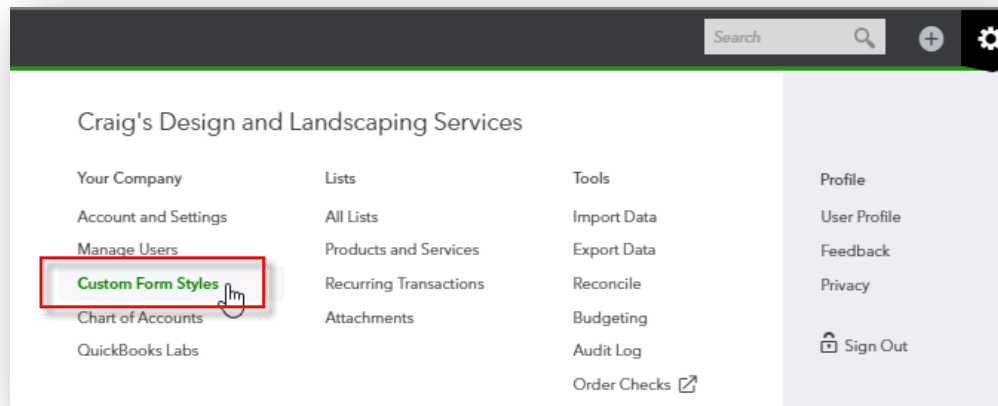
Replenish petty cash

Cash back amount

500.00

Cancel
Clear
Print
Make recurring
Save and new

Customizing Invoices: Accessing




Customizing Invoices: Creating a New Template


Create invoices that turn heads and open wallets ×


Design
Content
Emails
Payments


Everything saves automatically.


My INVOICE Template-12-25 (45107)


Change up the template


Make logo edits


Splash on some color


Get choosy with your font


When in doubt, print it out

Craig's Design and Landscaping Services
 123 Sierra Way
 San Pablo
 CA - 97069
 noreply@quickbooks.com

INVOICE

BILL TO	INVOICE# 12345
Smith Co.	TERMS NET 30
123 Main Street	DATE 01/12/2016
City	DUE DATE 02/12/2016
CA 12345	

CREW #	PMT METHOD	
CUSTOM-1	CHEQUE	

ACTIVITY	QTY	RATE	AMOUNT
Item Name Description of the item	2	225	450
Item Name Description of the item	1	225	225

Thank you for your business and have a great day!

SUBTOTAL 475.00

DISCOUNT 2% -13.50

TOTAL TAX 58.50

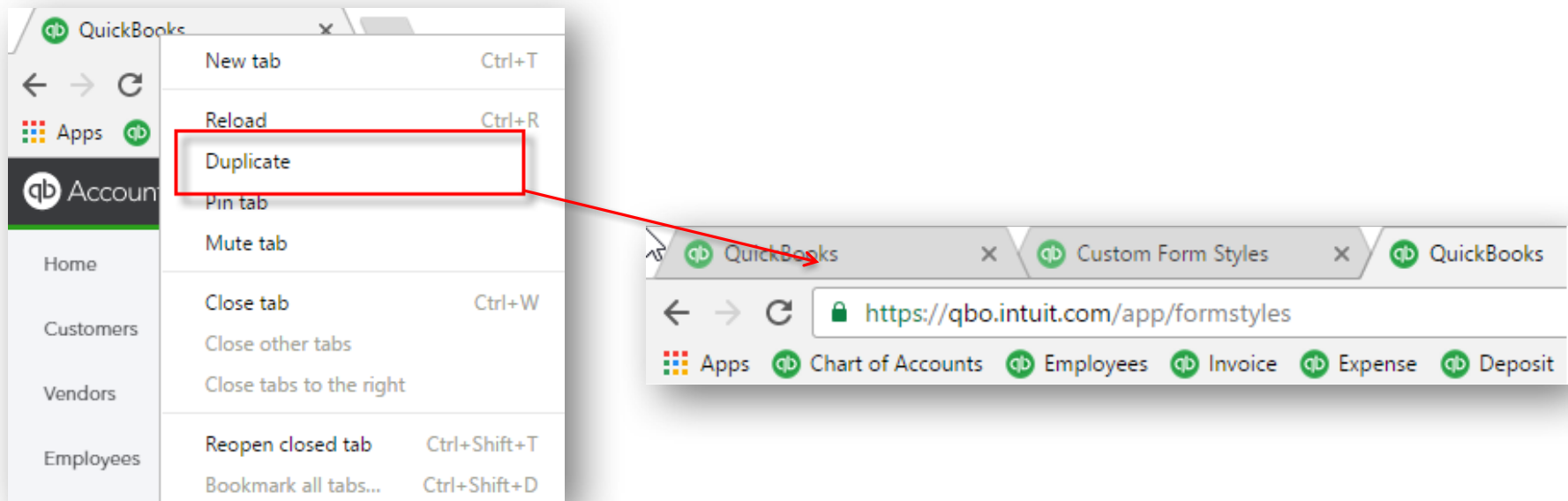
TOTAL 505.00

BALANCE DUE 505.00

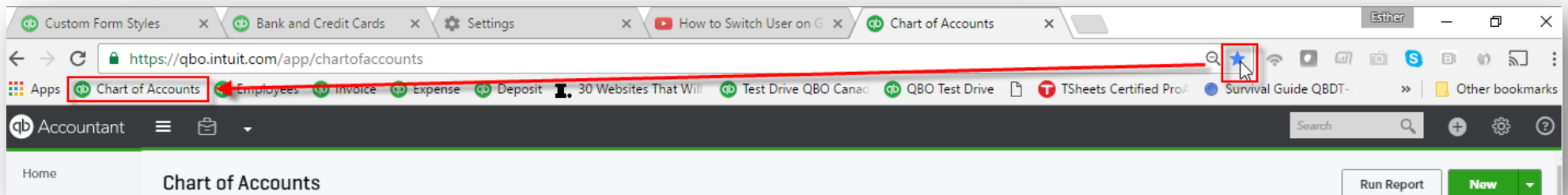
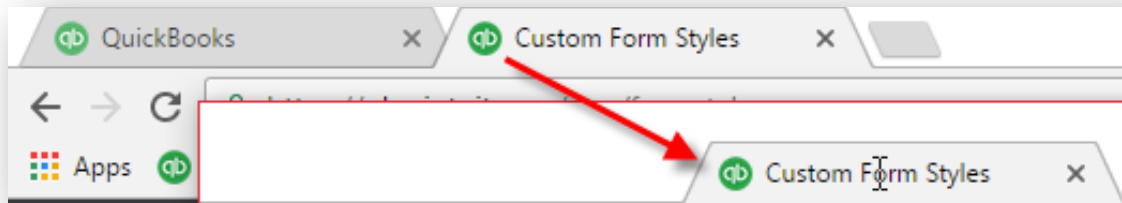
Preview PDF
Save and Exit



Efficient Browser Use: Opening Two or More Companies, Duplicating Tabs



Efficient Browser Use: Pulling Away Tabs, Using Bookmarks



Payroll: Running Payroll

Create

- Customers
- Invoice
- Receive Payment
- Estimate
- Credit Memo
- Sales Receipt
- Refund Receipt
- Delayed Credit
- Delayed Charge

Vendors

- Expense
- Check
- Bill
- Pay Bills
- Purchase Order
- Vendor Credit
- Credit Card Credit
- Print Checks

Employees

- Payroll**
- Single Time Ac
- Weekly Timest

Other

-

[Show less](#)

Run Payroll: Every Friday

Bank account: Company Checking Account Balance \$575,559.98

Pay period: 12/20/2016 to 12/26/2016

Pay date: 12/23/2016

TOTAL PAY: \$1,340.00

EMPLOYEE	REGULAR PAY ...	HOURLY 2 HR...	SICK PAY HRS	VACATION PAY...	EMPLOYEE AD...	BEREAVEMEN...	MEMO
<input checked="" type="checkbox"/> WA Adams, Woody \$20.00 / hour	40.00		2.00		\$		
<input checked="" type="checkbox"/> JB Bdmcpa, Jen \$25.00 / hour	20.00						
TOTAL	60.00	0.00	2.00	0.00	\$0.00	0.00	

[Add employee](#)

Payroll: Reviewing and Submitting

Run Payroll: Every Friday

Review and Submit

\$1,578.66
TOTAL PAYROLL COST

\$1,024.71
NET PAY

\$315.29
EMPLOYEE

\$238.66
EMPLOYER

2 Paper checks for \$1,024.71
Deliver these paychecks by 12/23/2016

Pay period: 12/20/2016 to 12/26/2016 Pay date: 12/23/2016

EMPLOYEE	TOTAL HOURS	TOTAL PAY	EMPLOYEE TAXES AND DEDUCTIONS	NET PAY
WA Adams, Woody	42.00	\$840.00	\$216.98	\$623.02
JB Bdmcpa, Jen	20.00	\$500.00	\$98.31	\$401.69
Totals:	62.00	\$1,340.00	\$315.29	\$1,024.71

Back **Submit payroll**

Run Payroll: Every Friday

Got it! Your payroll is all set.

We've used your info to create paychecks for your employees.

2 paychecks to write
Deliver checks to your employees by 12/23/2016

[Print pay stubs](#)

<input checked="" type="checkbox"/>	EMPLOYEE	NET PAY	CHECK NUMBER
<input checked="" type="checkbox"/>	WA Adams, Woody	\$623.02	<input type="text"/> Auto-fill
<input checked="" type="checkbox"/>	JB Bdmcpa, Jen	\$401.69	<input type="text"/>

View payroll reports **Finish payroll**

Payroll: Viewing Payroll Reports and Finishing Payroll

Run Payroll: Every Friday

Got it! Your payroll is all set.

We've used your info to create paychecks for your employees.

2 paychecks to write
Deliver checks to your employees by 12/30/2016

[Print pay stubs](#)

<input checked="" type="checkbox"/>	EMPLOYEE	NET PAY	CHECK NUMBER
<input checked="" type="checkbox"/>	WA Adams, Woody	\$324.38	<input type="text"/> Auto-fill
<input checked="" type="checkbox"/>	JB Bdmcpa, Jen	\$843.56	<input type="text"/>

[View payroll reports](#)

Your payroll reports are ready.

Choose which reports you want to export to Excel.
You can keep them for your reports, or send them to your accountant.

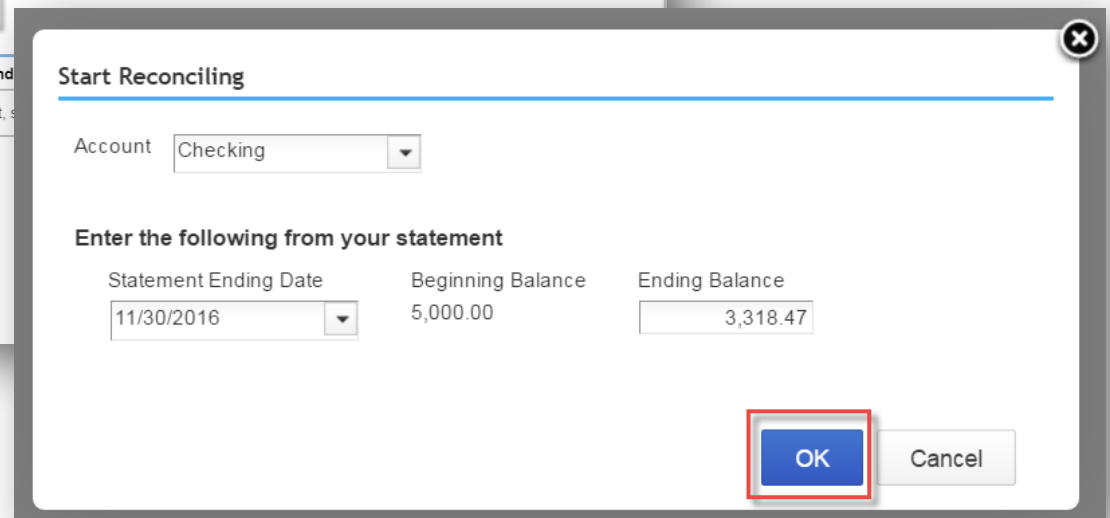
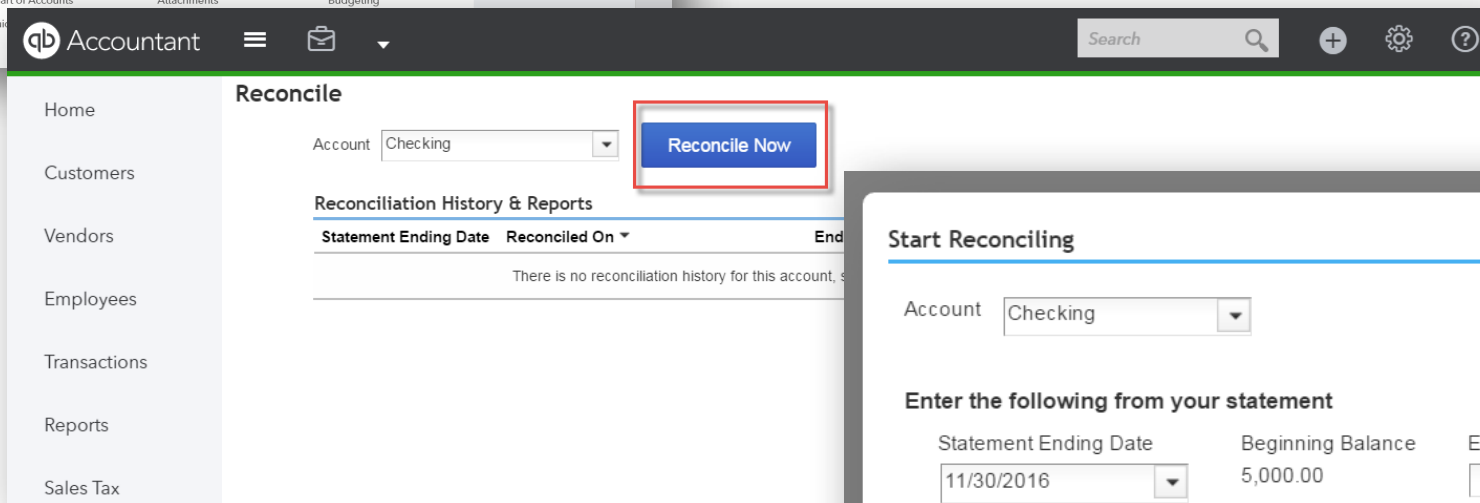
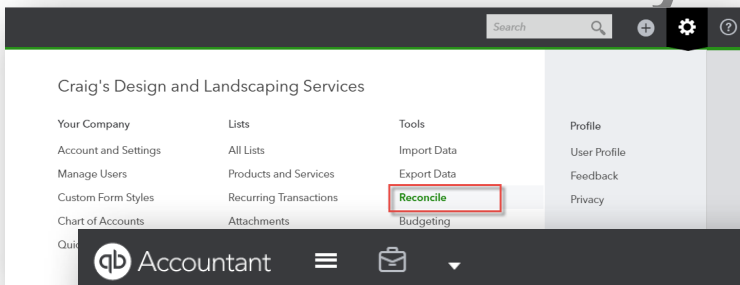
[Export to Excel](#)

EMPLOYER REPORTS	
<input checked="" type="checkbox"/>	Tax Liability
<input checked="" type="checkbox"/>	Tax and Wage Summ
<input checked="" type="checkbox"/>	Total Cost
EMPLOYEE REPORTS	
<input checked="" type="checkbox"/>	Payroll Details

Want to change which payroll rep
Go to [Company Settings](#).

FEDERAL TAXES (941/944)	TOTAL AMT.	TAX PAID	TAX OWED
Federal Income Tax	\$410.92	\$0.00	\$410.92
Social Security	\$194.58	\$0.00	\$194.58
Social Security Employer	\$194.58	\$0.00	\$194.58
Medicare	\$45.51	\$0.00	\$45.51
Medicare Employer	\$45.51	\$0.00	\$45.51
FEDERAL UNEMP (940)	TOTAL AMT.	TAX PAID	TAX OWED
FUTA Employer	\$410.92	\$0.00	\$410.92
CA SUI/ETT	TOTAL AMT.	TAX PAID	TAX OWED
CA ETT	\$3.14	\$3.14	\$0.00
CA SUI Employer	\$106.71	\$106.71	\$0.00

Routine Monthly Reconciliations: Start Reconciling



Routine Monthly Reconciliations: Finish Reconciling

Reconcile - Checking

For statement ending on: 11/30/2016 Hide transactions after the statement's end date

Checks and Payments

<input checked="" type="checkbox"/>	Date ^	Type	Num	Name	Amount
<input checked="" type="checkbox"/>	08/27/2016	Bill Pay...	10	Robertson & Associates	300.00
<input checked="" type="checkbox"/>	09/18/2016	Expense	12	Robertson & Associates	250.00
<input checked="" type="checkbox"/>	10/10/2016	Check	4	Chin's Gas and Oil	54.55
<input checked="" type="checkbox"/>	10/16/2016	Sales Ta...	...		38.40
<input checked="" type="checkbox"/>	10/16/2016	Sales Ta...	...		38.50
<input checked="" type="checkbox"/>	10/19/2016	Expense	9	Tania's Nursery	89.09
<input checked="" type="checkbox"/>	10/19/2016	Check	12	Books by Bessie	55.00
<input checked="" type="checkbox"/>	10/25/2016	Check	5	Chin's Gas and Oil	62.01
<input checked="" type="checkbox"/>	10/26/2016	Expense	15	Tania's Nursery	108.09
<input checked="" type="checkbox"/>	11/08/2016	Bill Pay...	7	Hicks Hardware	250.00
<input checked="" type="checkbox"/>	11/11/2016	Expense	8	Hicks Hardware	24.36
<input checked="" type="checkbox"/>	11/20/2016	Check	...	Tony Rondonuwu	100.00
<input checked="" type="checkbox"/>	11/20/2016	Cash Pu...	...	Bob's Burger Joint	5.66
<input checked="" type="checkbox"/>	11/20/2016	Cash Pu...	...	Squeaky Kleen Car Wash	19.99
<input checked="" type="checkbox"/>	11/21/2016	Cash Pu...	...	Chin's Gas and Oil	52.14
<input checked="" type="checkbox"/>	11/21/2016	Check	70	Chin's Gas and Oil	185.00
<input checked="" type="checkbox"/>	11/22/2016	Bill Pay...	11	Hall Properties	900.00
<input checked="" type="checkbox"/>	11/23/2016	Check	2	Mahoney Mugs	18.08
<input checked="" type="checkbox"/>	11/23/2016	Expense	13	Hicks Hardware	215.66

Deposits and Other Credits

<input checked="" type="checkbox"/>	Date ^	Type	Num	Name	Amount
<input checked="" type="checkbox"/>	09/04/2016	Payment	1053	Bill's Windsurf Shop	175.00
<input checked="" type="checkbox"/>	11/04/2016	Payment	5664	55 Twin Lane	86.40
<input checked="" type="checkbox"/>	11/04/2016	Sales R...	1008	Kate Whelan	225.00
<input checked="" type="checkbox"/>	11/06/2016	Payment	...	Amy's Bird Sanctuary	105.00
<input checked="" type="checkbox"/>	11/22/2016	Payment	1886	Cool Cars	694.00
<input checked="" type="checkbox"/>	11/24/2016	Sales R...	10264	Dylan Sollfrank	337.50
<input checked="" type="checkbox"/>	11/27/2016	Payment	...	55 Twin Lane	50.00
<input checked="" type="checkbox"/>	11/27/2016	Payment	2064	Travis Waldron	103.55
<input checked="" type="checkbox"/>	11/27/2016	Deposit	...		218.75
<input checked="" type="checkbox"/>	11/28/2016	Deposit	...		408.00
<input checked="" type="checkbox"/>	11/29/2016	Deposit	...		868.15

Edit Information from Statement

Service Charge

Interest Earned

Beginning Balance	5,000.00
24 Checks and Payments	4,952.88
11 Deposits and Other Credits	
	3,271.35
Statement Ending Balance	3,318.47
Cleared Balance	3,318.47
Difference	0.00



Routine Monthly Reconciliations: Reconciliation History & Reports

Reconcile

Account: Checking Reconcile Now

Reconciliation History & Reports

Statement Ending Date	Reconciled On	Ending Balance	Changes	Auto Adjustment
11/30/2016	12/25/2016			

Report Print

Craig's Design and Landscaping Services
Reconciliation Report
 Checking, Period Ending 11/30/2016

Reconciled on: 12/25/2016 (any changes to transactions after this date aren't reflected on this report)
 Reconciled by: Craig Carlson

Summary

Statement Beginning Balance	5,000.00
Checks and Payments cleared	-4,952.88
Deposits and Other Credits cleared	+3,271.35
Statement Ending Balance	3,318.47
Uncleared transactions as of 11/30/2016	-1,193.97
Register Balance as of 11/30/2016	2,124.50
Uncleared transactions after 11/30/2016	-923.50
Register Balance as of 12/25/2016	1,201.00

Details

Checks and Payments cleared

Date	Type	Num	Name	Amount
08/27/2016	Bill Payment	10	Robertson & Associates	-300.00
09/18/2016	Expense	12	Robertson & Associates	-250.00
10/10/2016	Check	4	Chin's Gas and Oil	-54.55
10/16/2016	Sales Tax Payment			-38.40
10/16/2016	Sales Tax Payment			-38.50
10/19/2016	Expense	9	Tania's Nursery	-89.09
10/19/2016	Check	12	Books by Bessie	-55.00
10/25/2016	Check	5	Chin's Gas and Oil	-62.01
10/26/2016	Expense	15	Tania's Nursery	-108.09
11/08/2016	Bill Payment	7	Hicks Hardware	-250.00



Key Monthly Reports: *Profit and Loss and Balance Sheet*

qb Accountant

Home

Customers

Vendors

Employees

Transactions

Reports

Sales Tax

Reports Profit and Loss

\$1,280 NET INCOME

\$9,289 INCOME

\$8,008 EXPENSES

10 k

0 k

-10 k

Sep 25 Oct 2016 Nov 2016 Dec 1

Recommended Management Reports Frequently Run My Custom Reports All Reports Accountant Reports

Recommended Reports

Company Snapshot
Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.
[Run](#)

Profit and Loss
Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.
[Run](#) | [Customize](#)

Balance Sheet
Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).
[Run](#) | [Customize](#)

A/R Aging Summary
Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
[Run](#) | [Customize](#)

Expenses by Vendor Summary
This report shows your total expenses for each vendor.
[Run](#) | [Customize](#)

A/P Aging Summary
Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
[Run](#) | [Customize](#)

Improve your Business Intelligence
Let's take reporting to the next level. Gain deeper insights, compare to peers, and set realistic goals with the Fathom app.
[Try app](#)

Key Monthly Reports: Customizing

Back to report list
Report period: Last Month (dropdown), 11/01/2016 to 11/30/2016 (date range)
Display columns by: Total Only (dropdown), Show non-zero or active only (checkbox), Active rows/active columns (dropdown)
Period to compare: Select period (dropdown)
Accounting method: Cash (radio), Accrual (radio)
Run report (button)

Customize (button) Save customization (button)

Craig's Design and Landscaping Services	
PROFIT AND LOSS	
November 2016	
	TOTAL
INCOME	
Design income	2,250.00
Discounts given	-89.50
Landscaping Services	797.50

Customize report

General

Report period: Last Month (dropdown), 11/01/2016 to 11/30/2016 (date range)

Accounting method: Cash (radio), Accrual (radio)

Number format: Divide by 1000 (checkbox), Without cents (checkbox), Except zero amount (checkbox checked)
Negative numbers: -100 (dropdown), Show in red (checkbox)

Rows/Columns (dropdown)
Filter (dropdown)
Header/Footer (dropdown)

Run report (button)

Key Monthly Reports: Printing, Emailing, Exporting & Saving Customizations

[Back to report list](#)
 Report period: Last Month (11/01/2016 to 11/30/2016)

[Customize](#)
[Save customization](#)

Display columns by: Total Only
 Show non-zero or active only: Active rows/active columns
Period to compare: Select period
Accounting method: Cash Accrual
[Run report](#)

[Collapse](#)
[Sort](#)
[Add notes](#)
[Edit header](#)

[Email](#)
[Print](#)
[Export](#)
[Settings](#)

Craig's Design and Landscaping Services

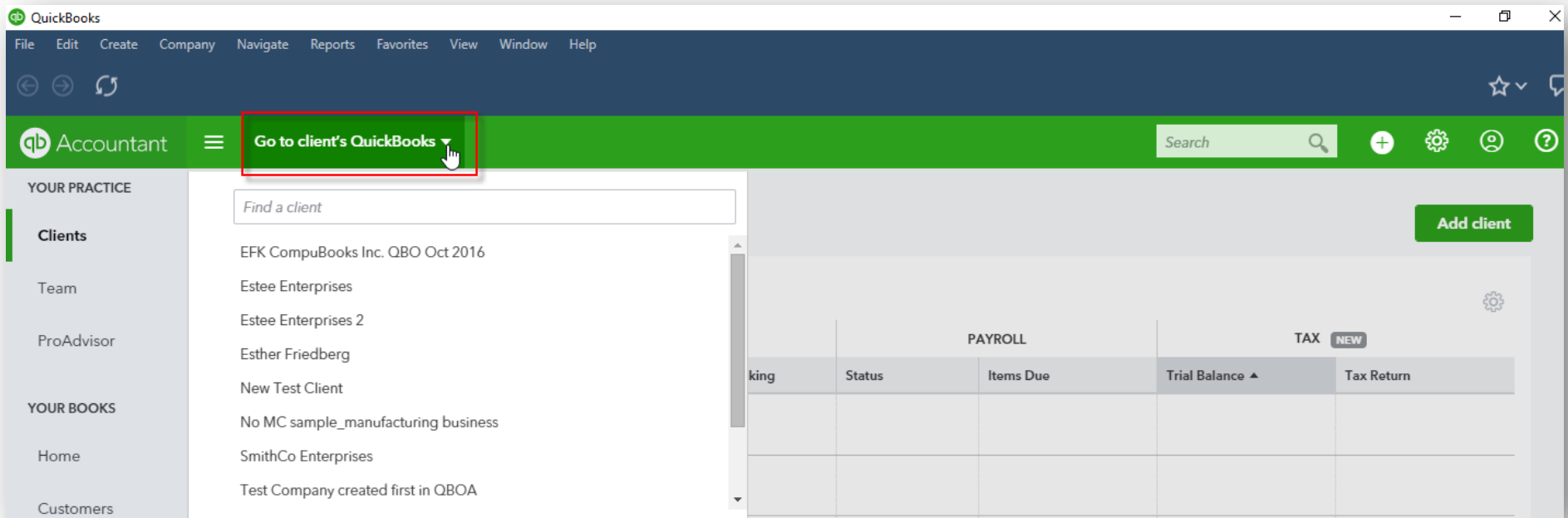
PROFIT AND LOSS
November 2016

	TOTAL
<ul style="list-style-type: none"> ▼ INCOME <li style="padding-left: 20px;">Design income 2,250.00 <li style="padding-left: 20px;">Discounts given -89.50 ▼ Landscaping Services 797.50 <li style="padding-left: 20px;">▼ Job Materials <li style="padding-left: 40px;">Fountains and Garden Lighting 1,501.50 <li style="padding-left: 40px;">Plants and Soil 2,220.72 <li style="padding-left: 40px;">Sprinklers and Drip Systems 30.00 <li style="padding-left: 20px;">Total Job Materials 3,752.22 ▼ Labor <li style="padding-left: 20px;">Installation 250.00 	

Desktop Apps for QBO and QBOA

- Free QBO and QBOA Desktop Apps
- Windows or Mac
- Start workday faster
- Work within multiple windows
- Automatic refresh
- Maximize productivity
- Start where you left off

Desktop Apps for QBO and QBOA



The screenshot shows the QuickBooks desktop application interface. The top menu bar includes File, Edit, Create, Company, Navigate, Reports, Favorites, View, Window, and Help. Below the menu bar is a navigation bar with the QuickBooks logo, the text 'Accountant', a hamburger menu icon, and a button labeled 'Go to client's QuickBooks' which is highlighted with a red box. To the right of this button is a search bar and several utility icons. The main interface is divided into two sections: 'YOUR PRACTICE' on the left and a client selection area on the right. The 'YOUR PRACTICE' section includes 'Clients', 'Team', 'ProAdvisor', and 'YOUR BOOKS' (Home, Customers). The client selection area features a search box labeled 'Find a client' and a list of client names: EFK CompuBooks Inc. QBO Oct 2016, Estee Enterprises, Estee Enterprises 2, Esther Friedberg, New Test Client, No MC sample_manufacturing business, SmithCo Enterprises, and Test Company created first in QBOA. An 'Add client' button is located in the top right of this section. Below the client list is a table with columns for 'king', 'Status', 'Items Due', 'Trial Balance', and 'Tax Return'. The 'TAX' column has a 'NEW' badge next to it.

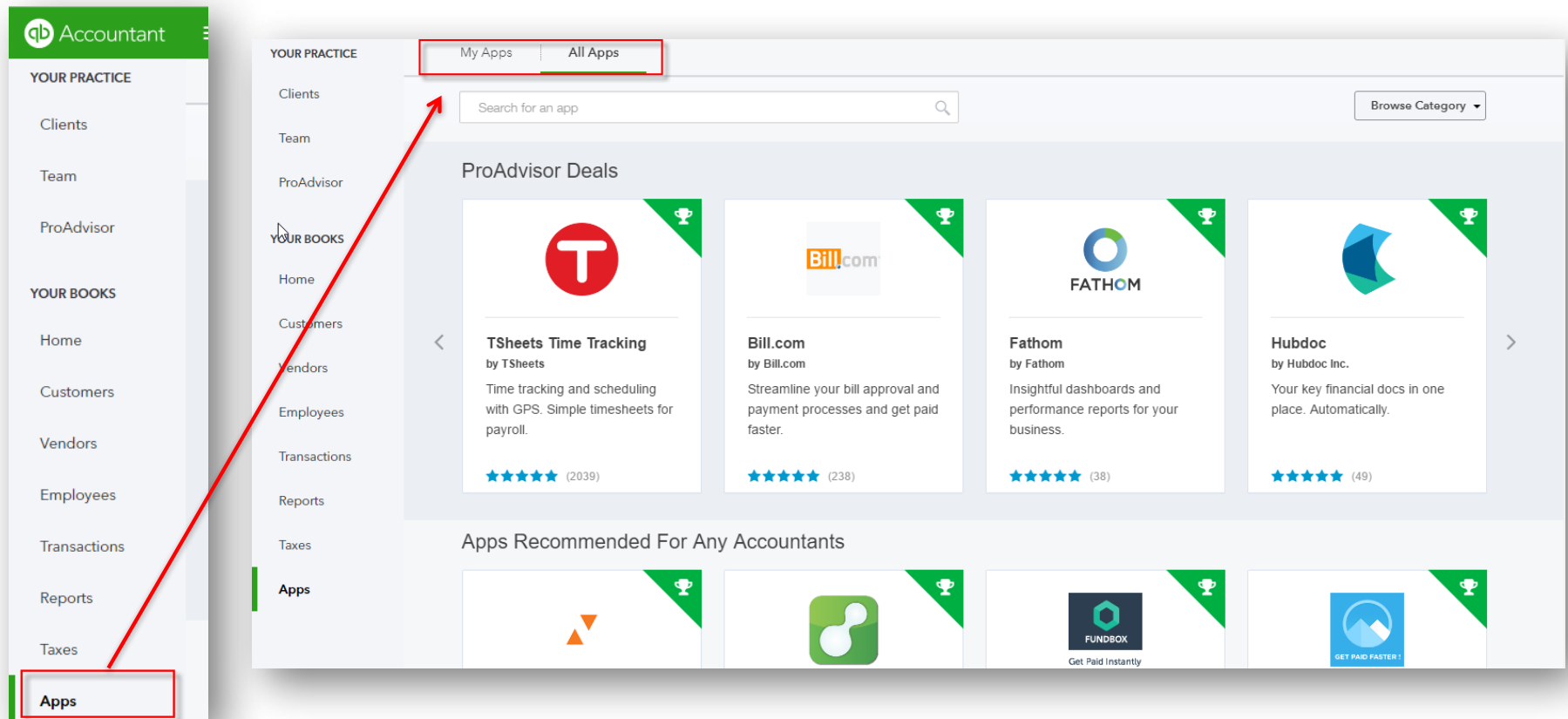
king	Status	Items Due	Trial Balance	Tax Return

QBO Apps: Introduction

The screenshot displays the 'All Apps' section of the QBO interface. At the top, there are tabs for 'My Apps' and 'All Apps', with 'All Apps' being the active tab. Below the tabs is a search bar labeled 'Search for an app' and a 'Browse Category' dropdown menu. The main content is divided into two sections: 'ProAdvisor Deals' and 'Apps Recommended For Any Accountants'. Each section contains four app cards, each with a logo, a name, a description, and a star rating with the number of reviews. The 'ProAdvisor Deals' section includes TSheets Time Tracking, Bill.com, Fathom, and Hubdoc. The 'Apps Recommended For Any Accountants' section includes Neat, ServiceM8, Fundbox, and InvoiceSherpa -- Get Paid.

App Name	Developer	Description	Rating (Stars)	Reviews
TSheets Time Tracking	by TSheets	Time tracking and scheduling with GPS. Simple timesheets for payroll.	★★★★★	(2039)
Bill.com	by Bill.com	Streamline your bill approval and payment processes and get paid faster.	★★★★★	(238)
Fathom	by Fathom	Insightful dashboards and performance reports for your business.	★★★★★	(38)
Hubdoc	by Hubdoc Inc.	Your key financial docs in one place. Automatically.	★★★★★	(49)
Neat				
ServiceM8				
Fundbox		Get Paid Instantly		
InvoiceSherpa -- Get Paid				

QBO Apps: Accessing via the App Center



The screenshot displays the QuickBooks App Center interface. On the left is a navigation sidebar with the following sections: **YOUR PRACTICE** (Clients, Team, ProAdvisor), **YOUR BOOKS** (Home, Customers, Vendors, Employees, Transactions, Reports, Taxes), and **Apps**. The **Apps** option is highlighted with a red box. A red arrow points from this box to the **My Apps** and **All Apps** tabs at the top of the main content area, which are also highlighted with a red box. Below the tabs is a search bar labeled "Search for an app" and a "Browse Category" dropdown. The main content area features two sections: **ProAdvisor Deals** and **Apps Recommended For Any Accountants**. The ProAdvisor Deals section lists four apps: **TSheets Time Tracking** (5 stars, 2039 reviews), **Bill.com** (5 stars, 238 reviews), **Fathom** (5 stars, 38 reviews), and **Hubdoc** (5 stars, 49 reviews). The Apps Recommended section shows four app icons: a triangle icon, a green circle icon, **FUNDBOX** (Get Paid Instantly), and **GET PAID FASTER!**.

QBO Apps: Searching for Apps in the App Center

Spotlight Reporting
Beautiful performance reports, KPI dashboards, forecasts & consolidations

★★★★★ (8 reviews) **PROADVISOR PICK**

[Get App Now](#)

Overview | Reviews | Pricing | Support

QuickBooks Online and Spotlight Reporting

intuit QuickBooks Online

REPORTING
DASHBOARD
FORECASTING
MULTI

ProAdvisor Recommended

ALSO INTEGRATES WITH MAX

ALL-INCLUSIVE ADVISORY PACK

- All access to our products
- 24/7 live chat training
- Thought leadership sources
- 24-hour support

Multiple training sessions

Connective up to 25 companies

Payroll services

Customer service

100% satisfaction

QBO Apps: My Apps

Any Accountants ▾

Search

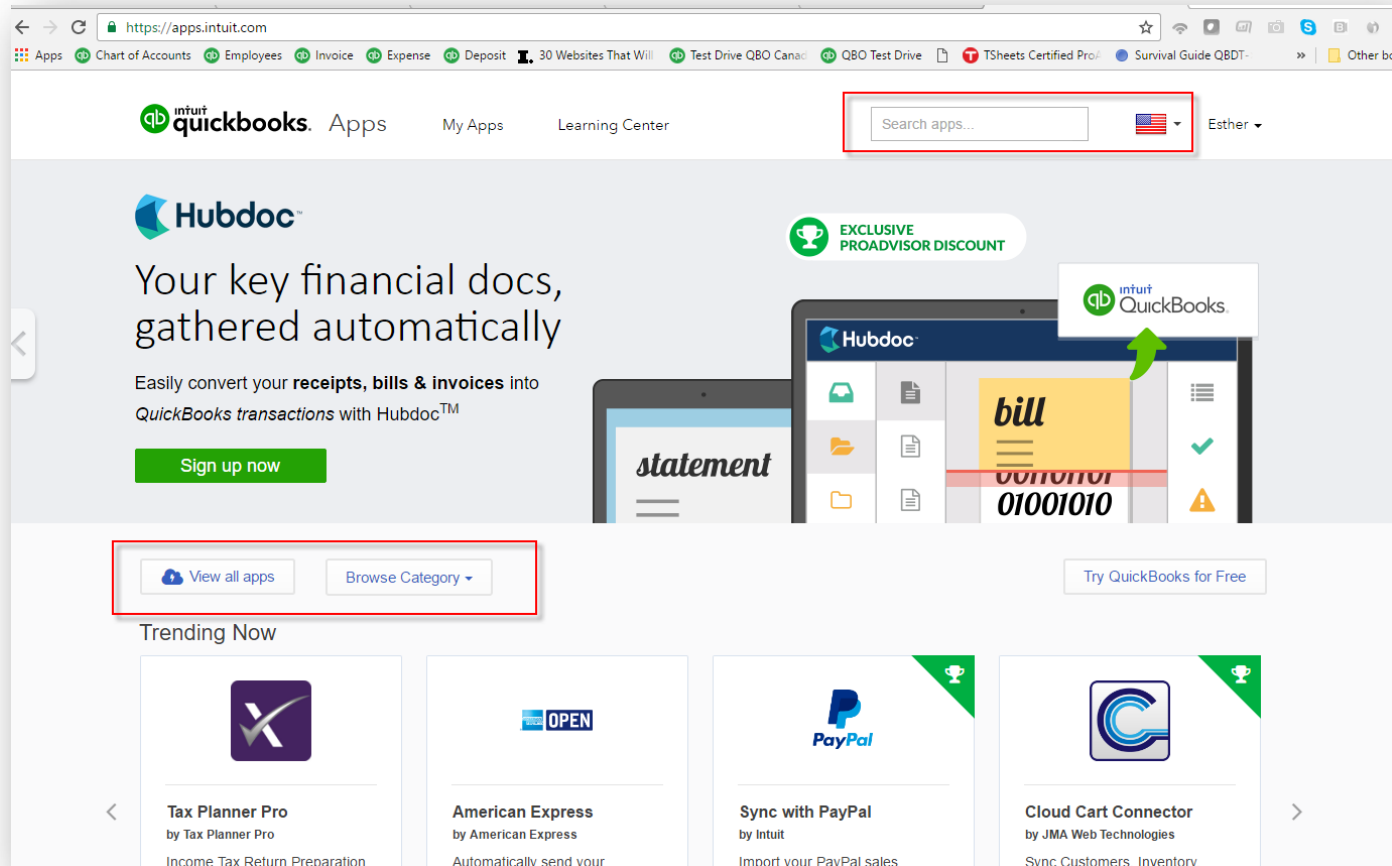
My Apps All Apps

Bring your apps along for the ride

Connect your apps to get them working together in one place.



QBO Apps: Searching for Apps on Apps.com



The screenshot shows the Intuit QuickBooks Apps.com interface. At the top, there is a navigation bar with the Intuit QuickBooks logo, "Apps", "My Apps", and "Learning Center". A search bar labeled "Search apps..." is highlighted with a red box. To the right of the search bar are a dropdown menu for the user's name "Esther" and a flag icon. Below the navigation bar is a large promotional banner for Hubdoc, featuring the text "Your key financial docs, gathered automatically" and "Easily convert your receipts, bills & invoices into QuickBooks transactions with Hubdoc™". A green "Sign up now" button is visible. To the right of the Hubdoc banner is a green badge that says "EXCLUSIVE PROADVISOR DISCOUNT". Below the Hubdoc banner is another row of buttons: "View all apps" (highlighted with a red box), "Browse Category" with a dropdown arrow, and "Try QuickBooks for Free". Below these buttons is a "Trending Now" section with four app cards: "Tax Planner Pro by Tax Planner Pro", "American Express by American Express", "Sync with PayPal by Intuit", and "Cloud Cart Connector by JMA Web Technologies". Each card includes the app's logo and a brief description of its functionality.

Mobile Ready

**QuickBooks Online
is Now Available
on All Your Devices**

View and edit
customer information



Create and send
Invoices and estimates



**Access it on Your
iPad, iPhone and
Android Phone or Tablet**



Add photos and notes
So you don't forget
anything



Record payments and
check your latest figures



Support, Help and Resources

Customer Care Team

Any QuickBooks Online Problems Call
1 888 333 3451 or live chat from within
QuickBooks Online Accountant

Sales

1 888 666 7917

In-product Help

QBO Blog

<https://quickbooks.intuit.com/blog>

Accountant University and Accountant Resources

<http://quickbooks.intuit.com/accountants/resources/>



The Next Steps

Sign up for QBOA



quickbooks.intuit.com/accountants/quickbooks-accountant
Or call (888) 666-7917

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Training



Attend Part 2 of the free online training sessions to be able to use and recommend QuickBooks Online to your clients

Get QBO Certified



Optional training: Self-study modules and exam in **QBOA > ProAdvisor > Certification**
Live certification prep training (webinars & in person)
http://bitly.com/accountant_university

Get your first clients



Identify your first 3 clients for QuickBooks Online



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Live, in-person training in many U.S. cities! Earn CPE Credits.

Live Webinars

An interactive online experience. Earn CPE Credits.

Q&A

Summary

After attending this webinar, you should now be able to:

- Describe the QuickBooks Online purchasing workflow
- Describe the QuickBooks Online sales workflow
- Run basic payroll in QuickBooks Online
- Perform routine month-end procedures in QuickBooks Online
- Determine the next steps for finding and supporting QuickBooks Online clients
- Determine the next steps to learn more about QuickBooks Online



CPE Reminder



- CPE certificates are emailed directly to you within 3 weeks of the training date to the email address you used to register
- You must keep this copy for your records

Thank you

Sign up for free at:

<http://quickbooks.intuit.com/accountants/quickbooks-accountant/>

Or call (888) 666-7917

