Part 3: Managing Your Books with QBO and Apps

QuickBooks Online Fundamentals Series

intuit quickbooks Certified ProAdvisor Online

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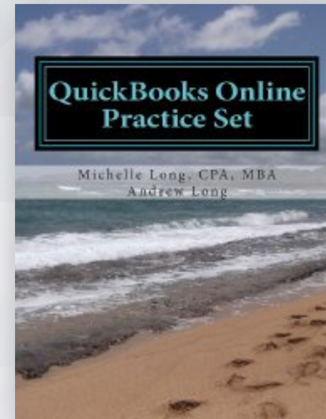
- Long for Success, LLC
- www.LongforSuccess.com

Michelle L. Long CPA, MBA



- **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

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

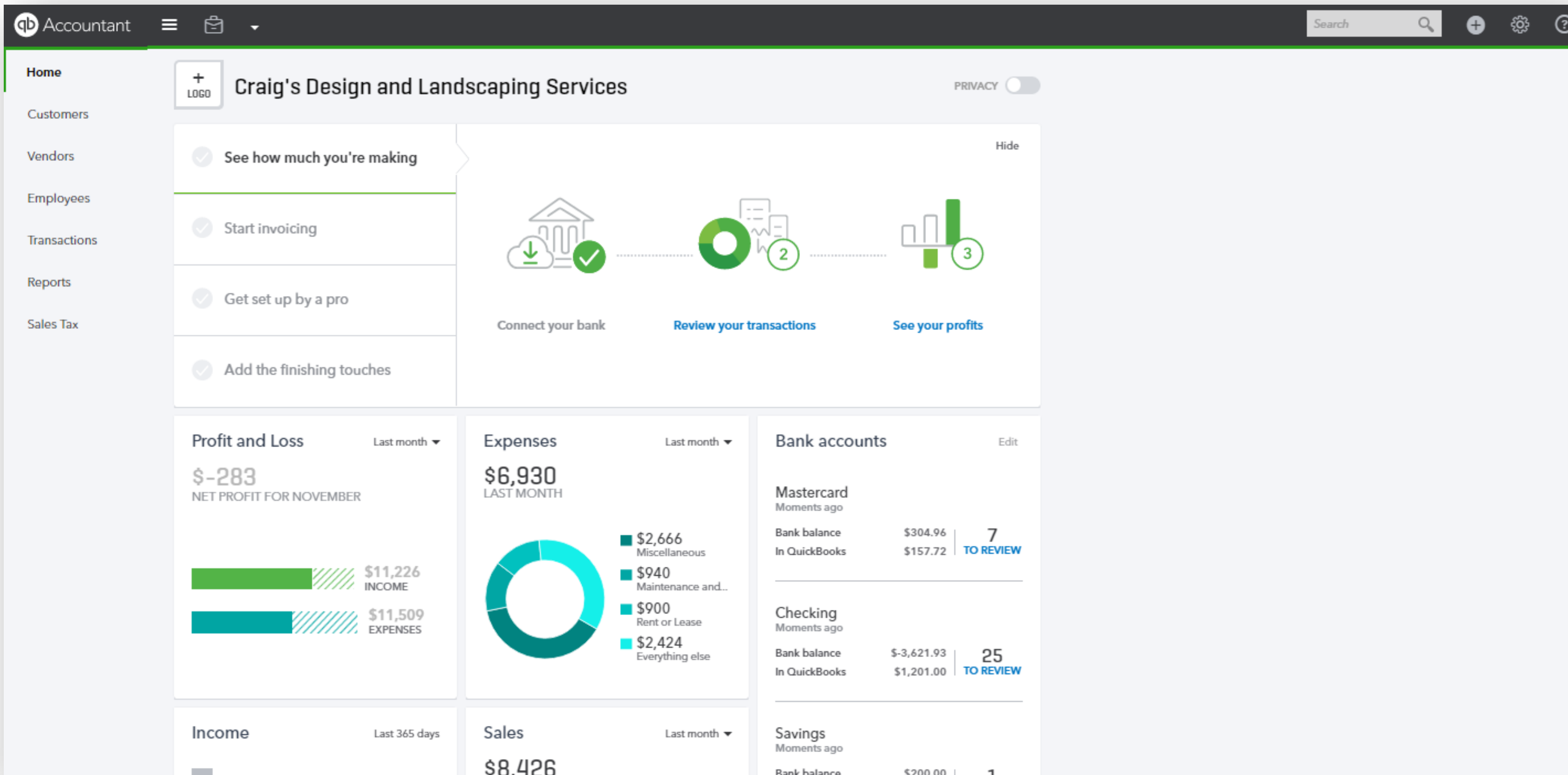
Agenda

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

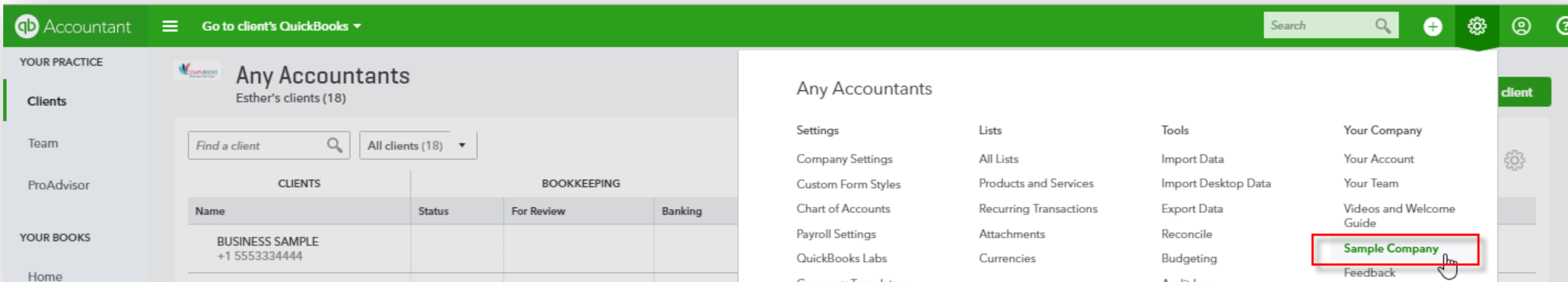
Use QuickBooks Online Demonstration

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

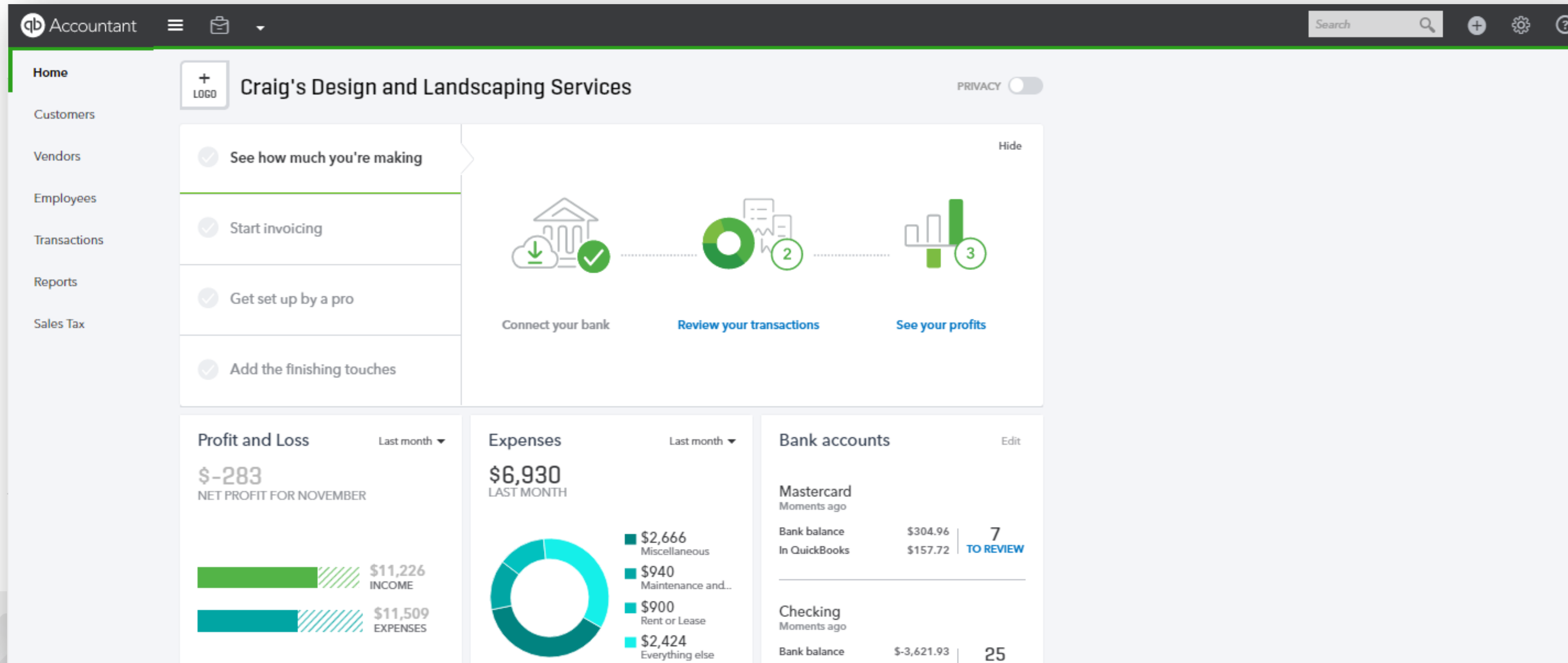
QuickBooks Online Home Page



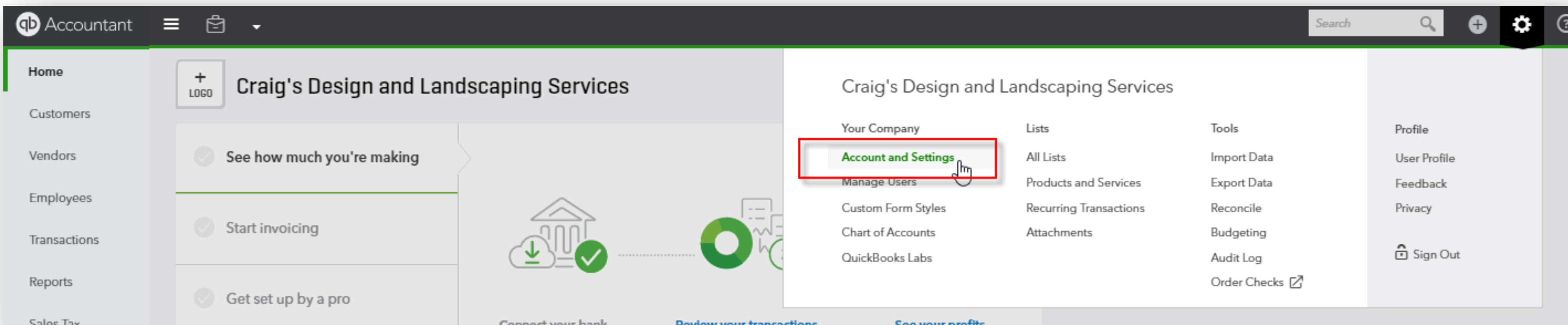
General QBO Navigation: QBOA Sample Company



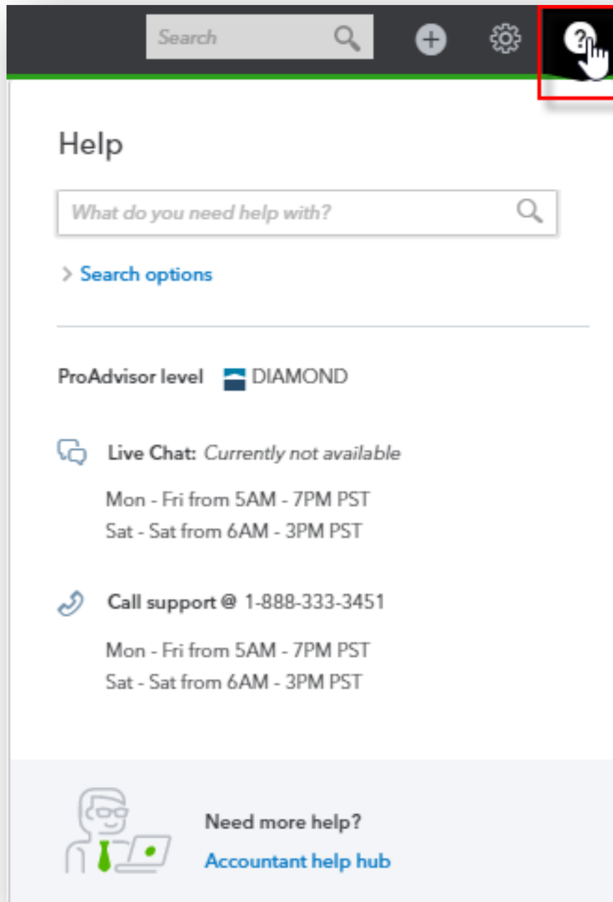
Navigating the QuickBooks Online Home Page



Don’t Forget the Account and Settings

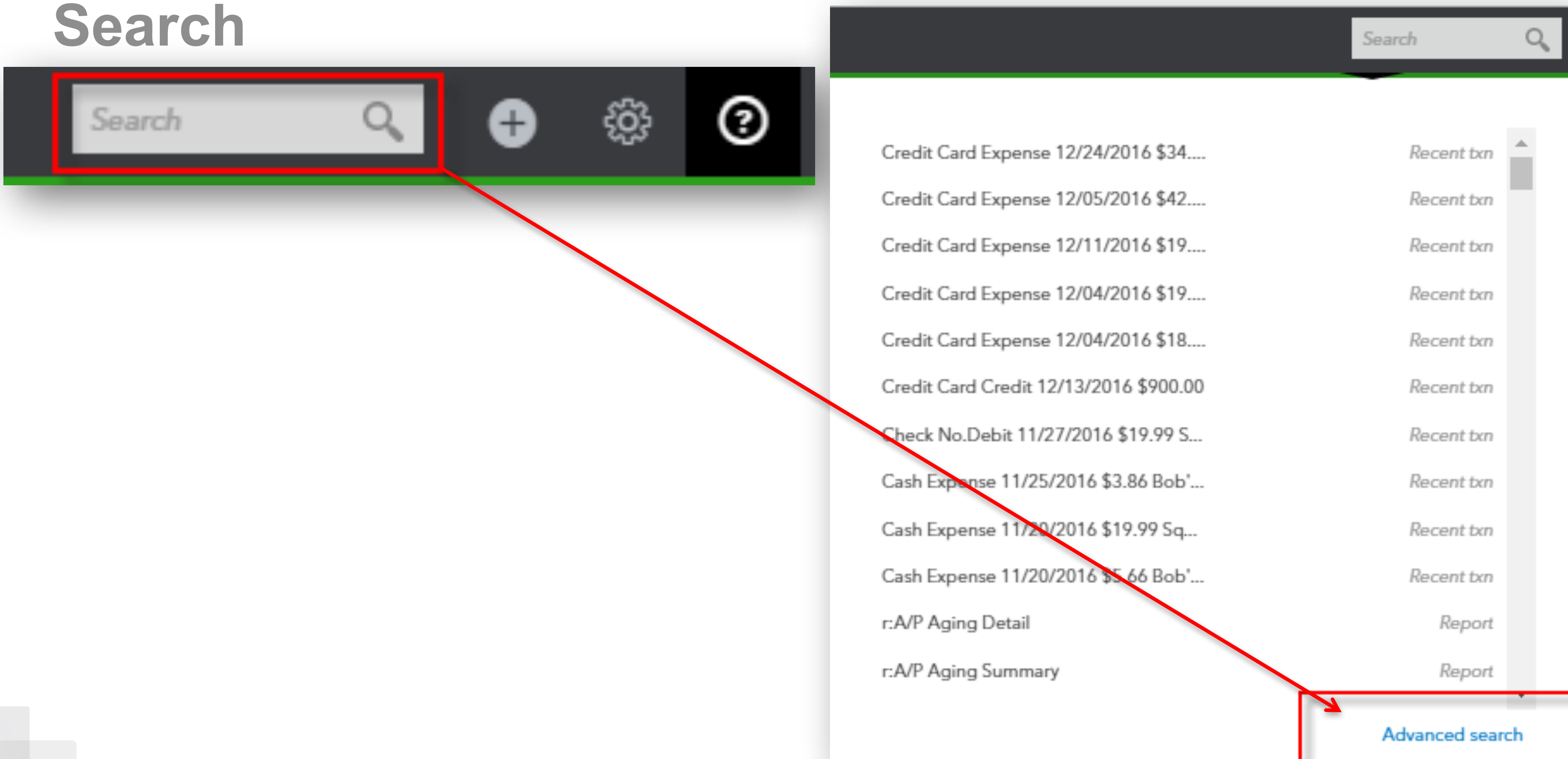


Help



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


Search
Search
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'...
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Cash Expense 11/20/2016 $19.99 Sq...
Recent txn
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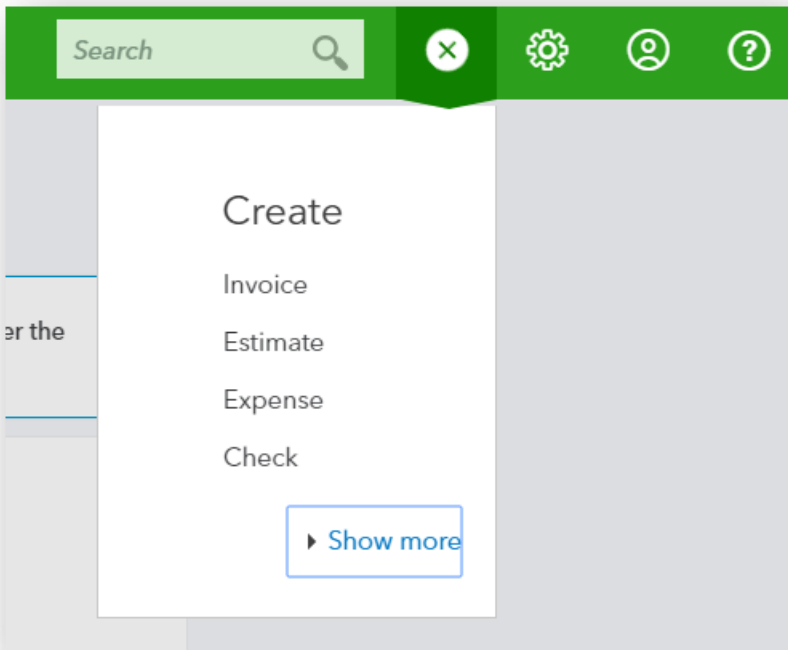
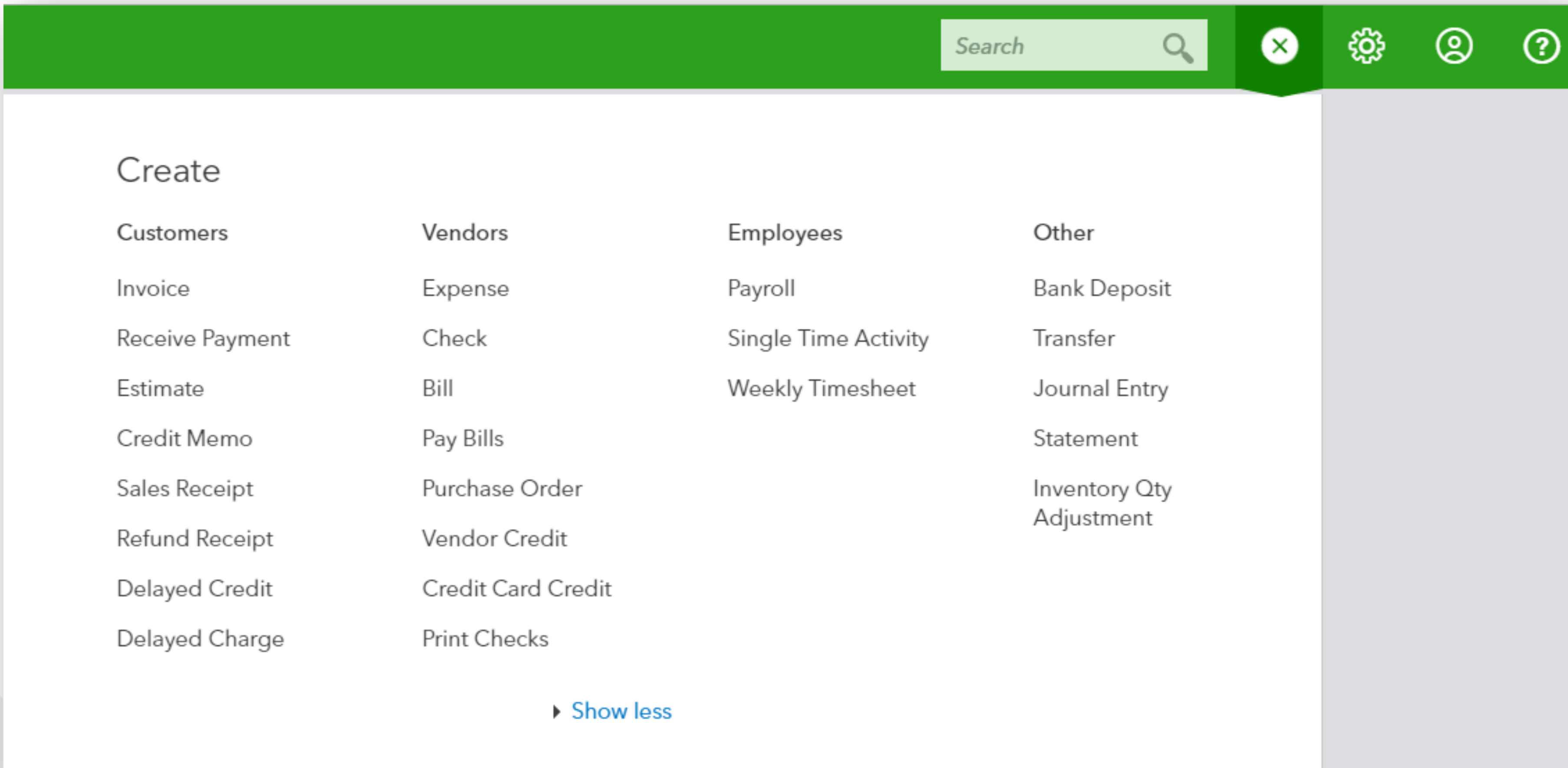
Recent txn
r:A/P Aging Detail
Report
r:A/P Aging Summary
Report
Advanced search

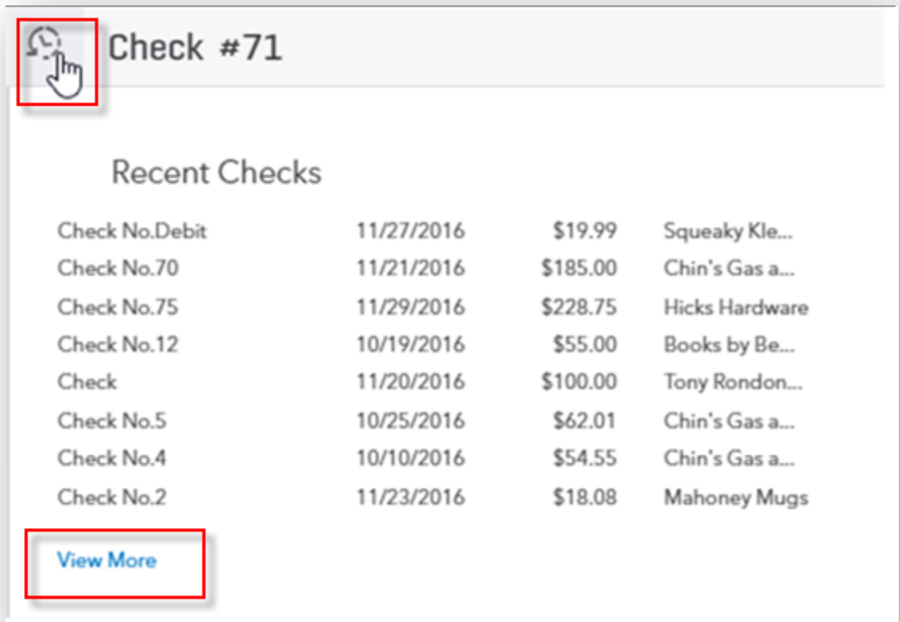
Quick Create



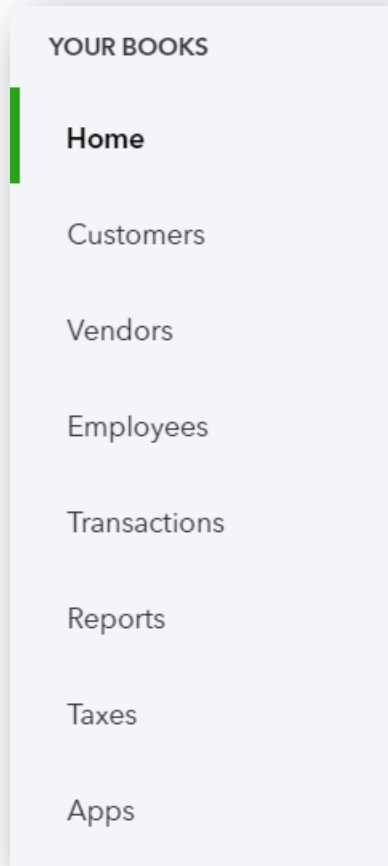
Quick Create: Choose Your Transaction



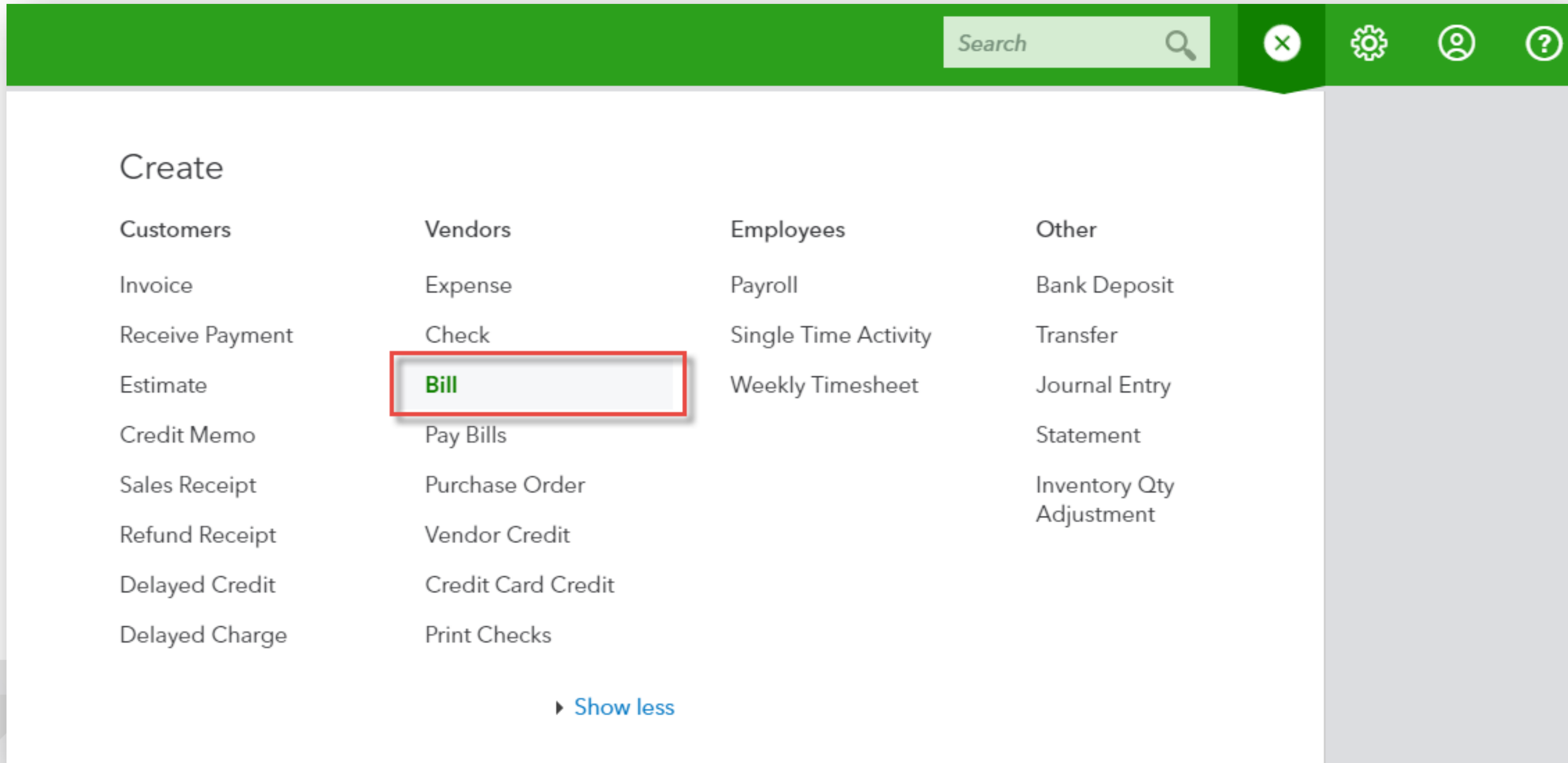
Recent Transactions



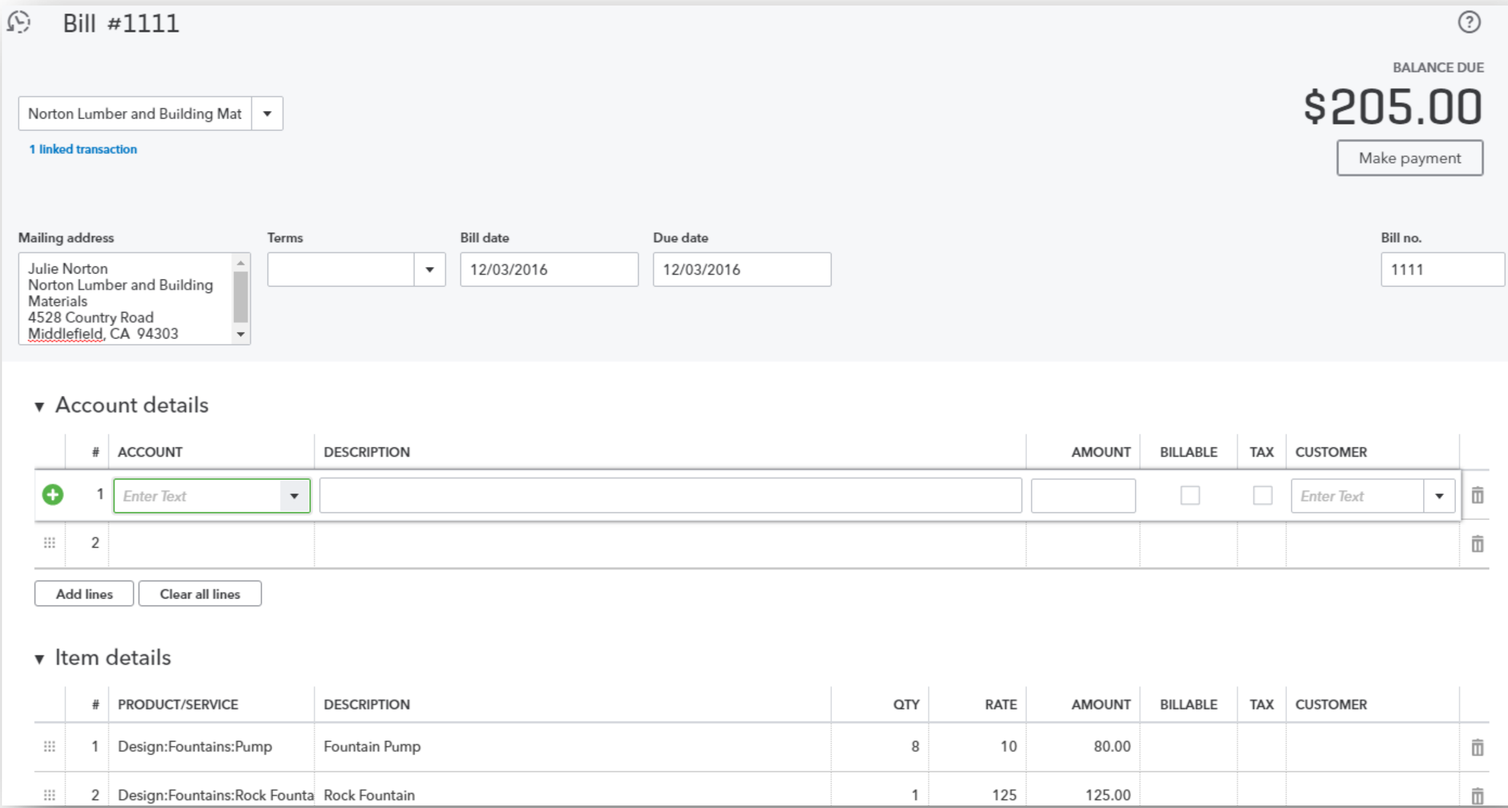
Left-Hand Navigation Bar



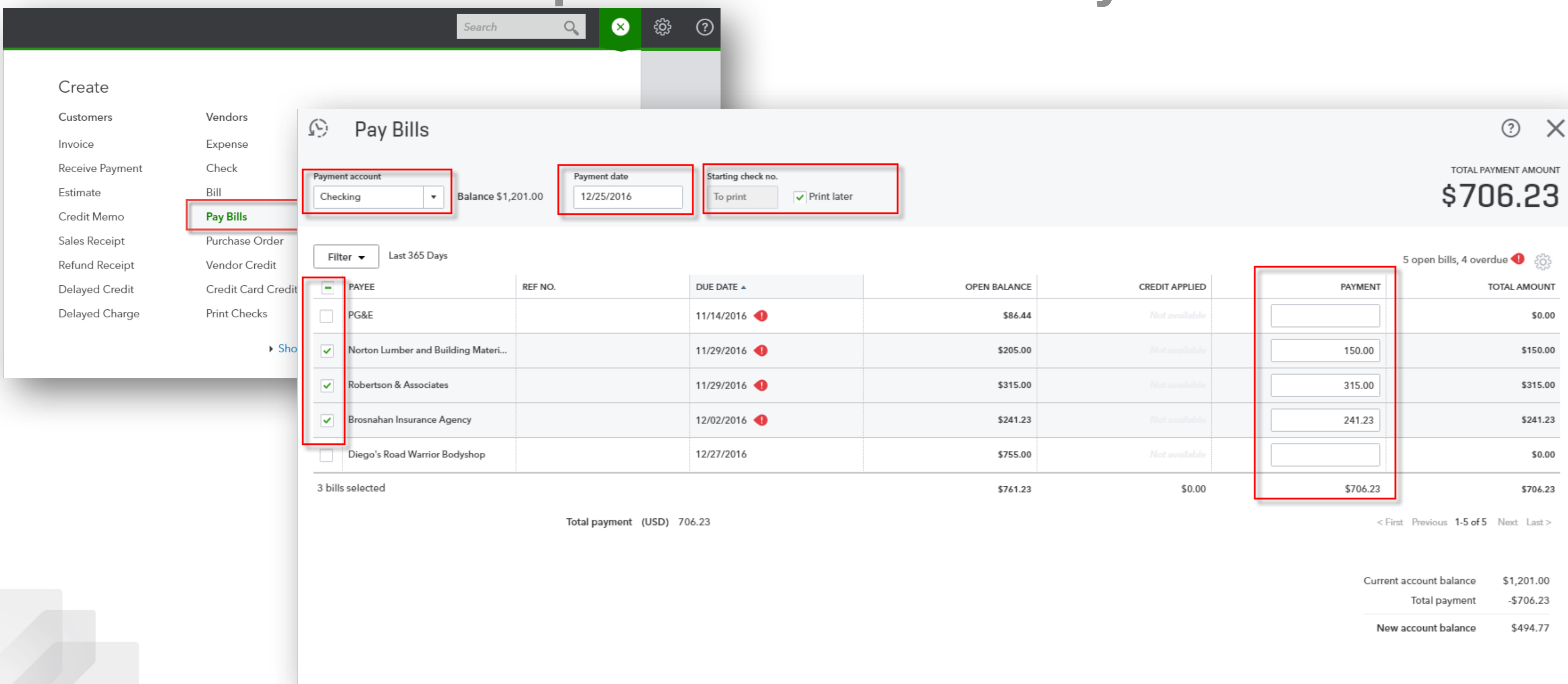
Purchase and Expense Workflows: Bills, etc.



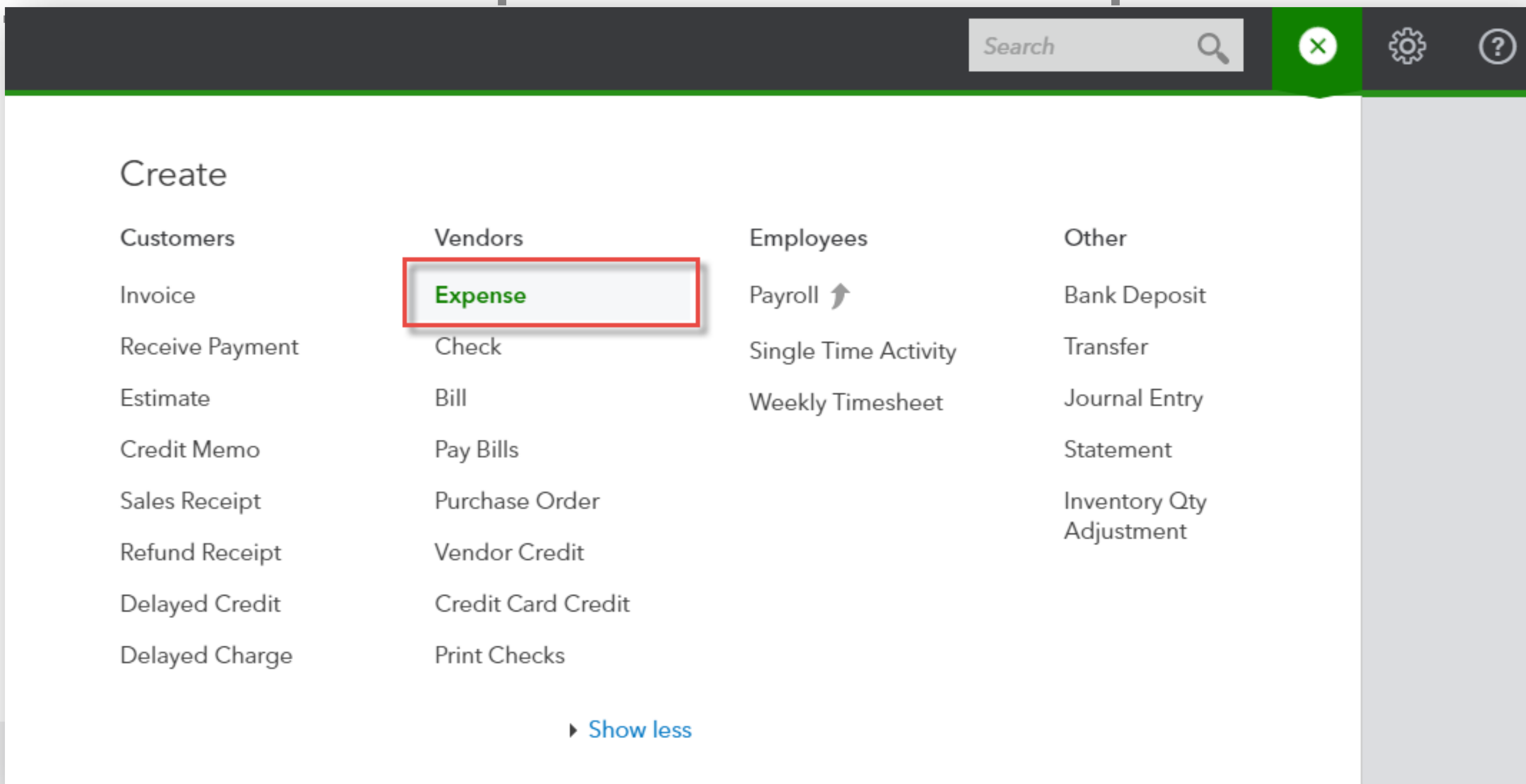
Purchase and Expense Workflows: Bills, etc.



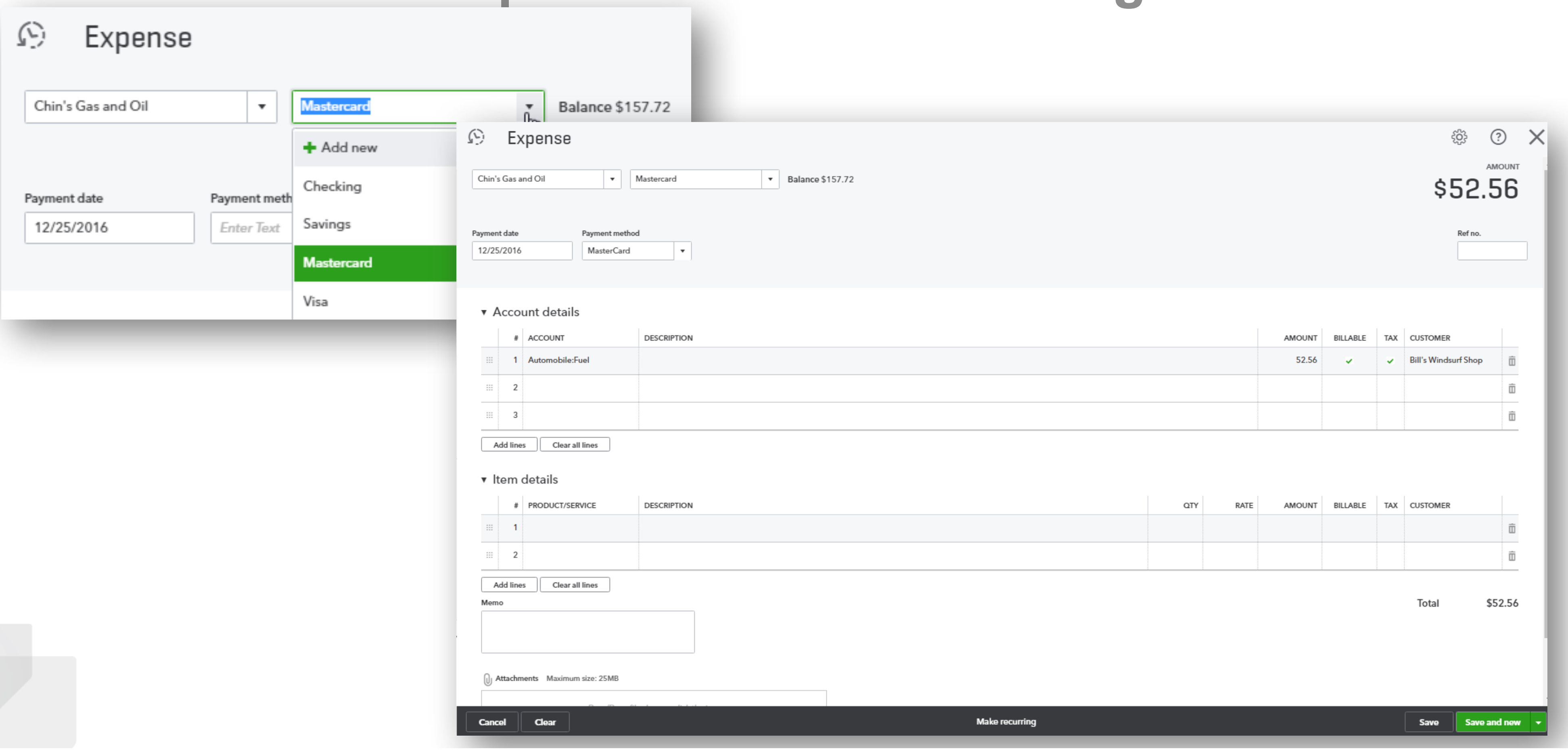
Purchase and Expense Workflows: Pay Bills



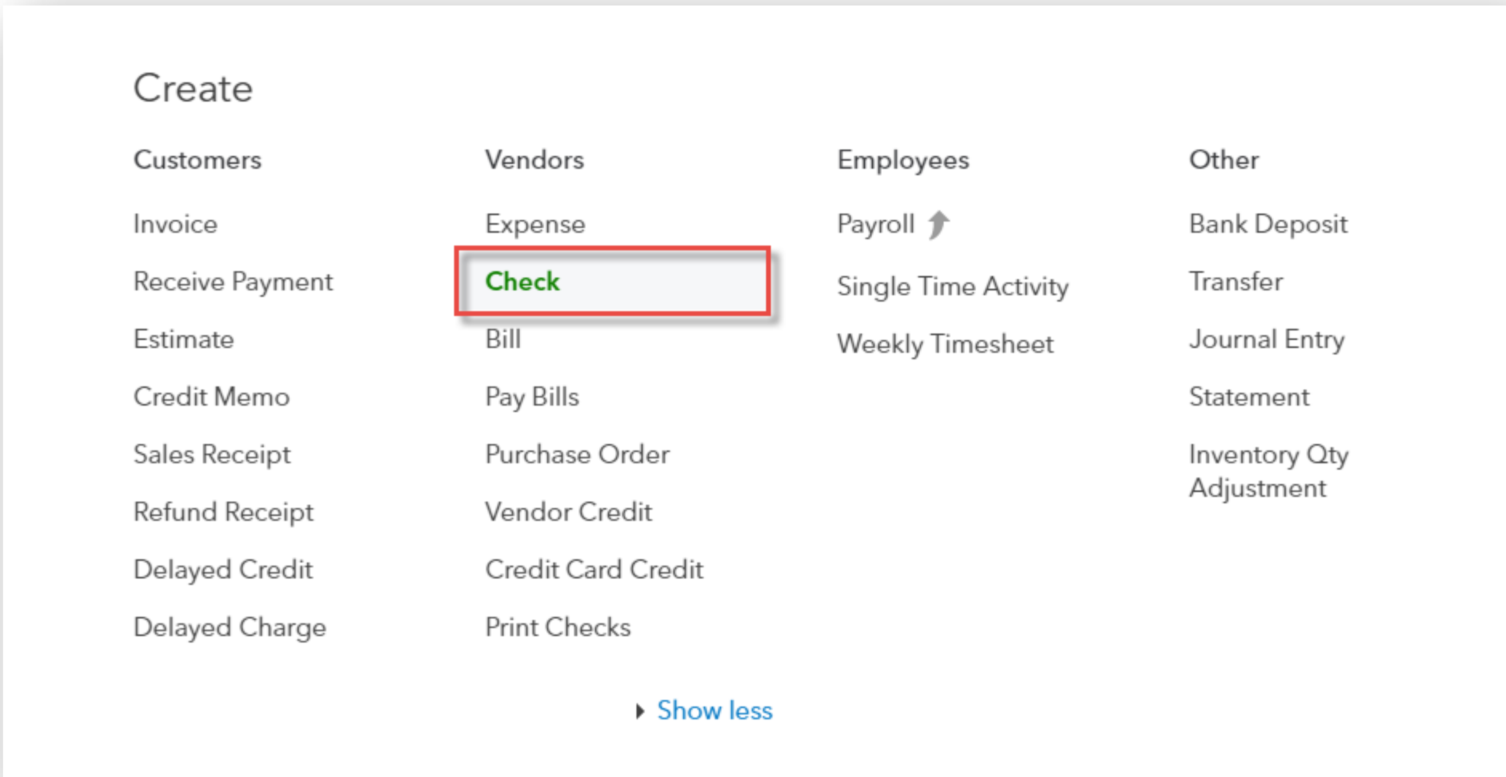
Purchase and Expense Workflows: Expense



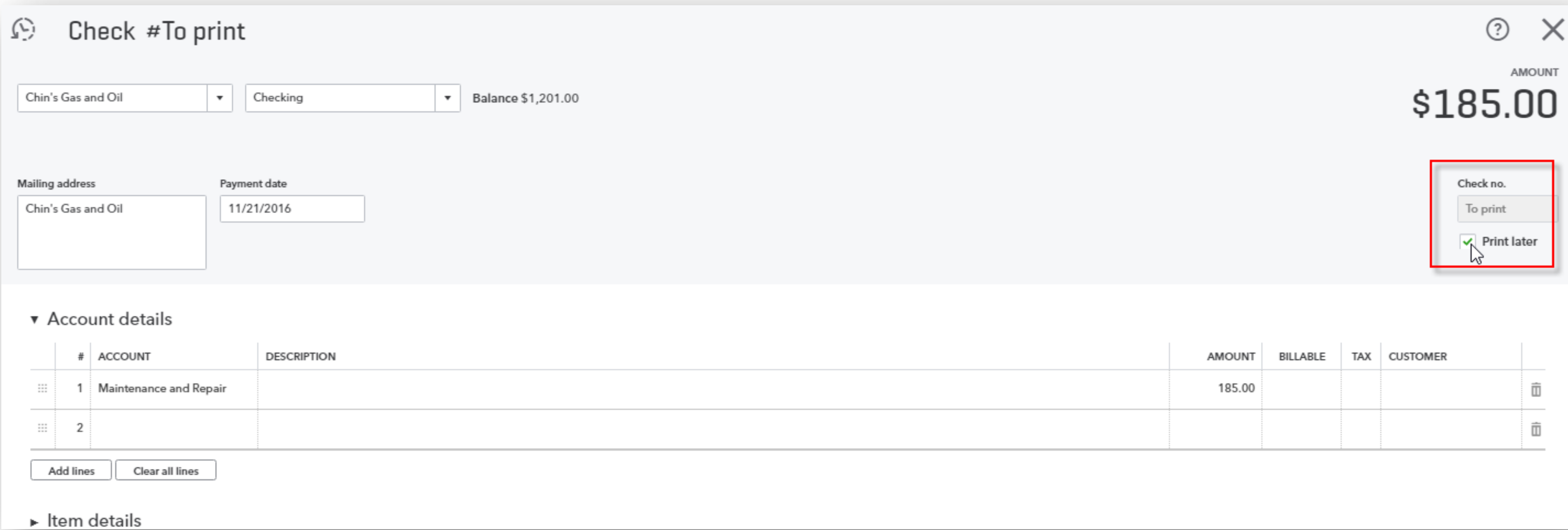
Purchase and Expense Workflows: Filling out



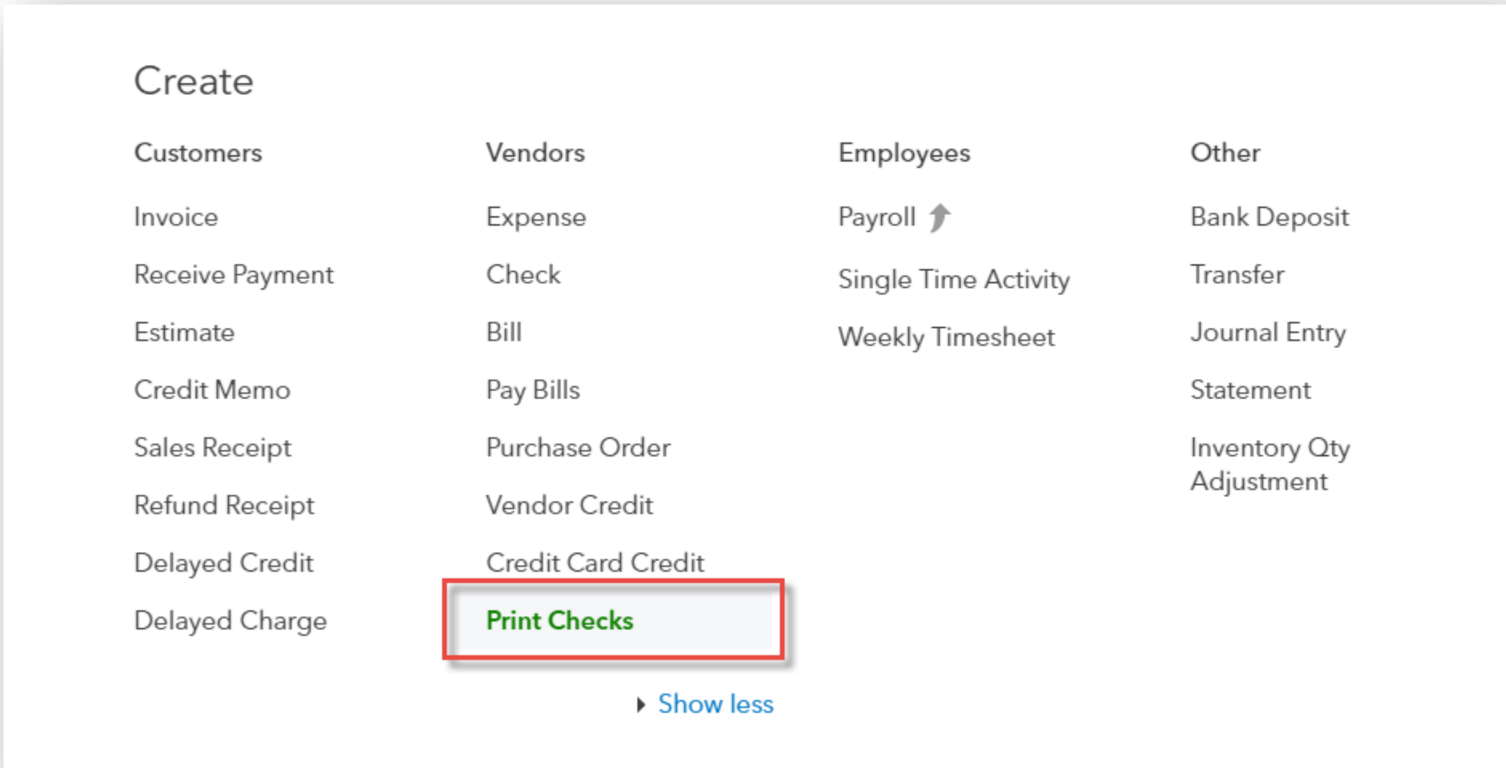
Purchase and Expense Workflows: Checks



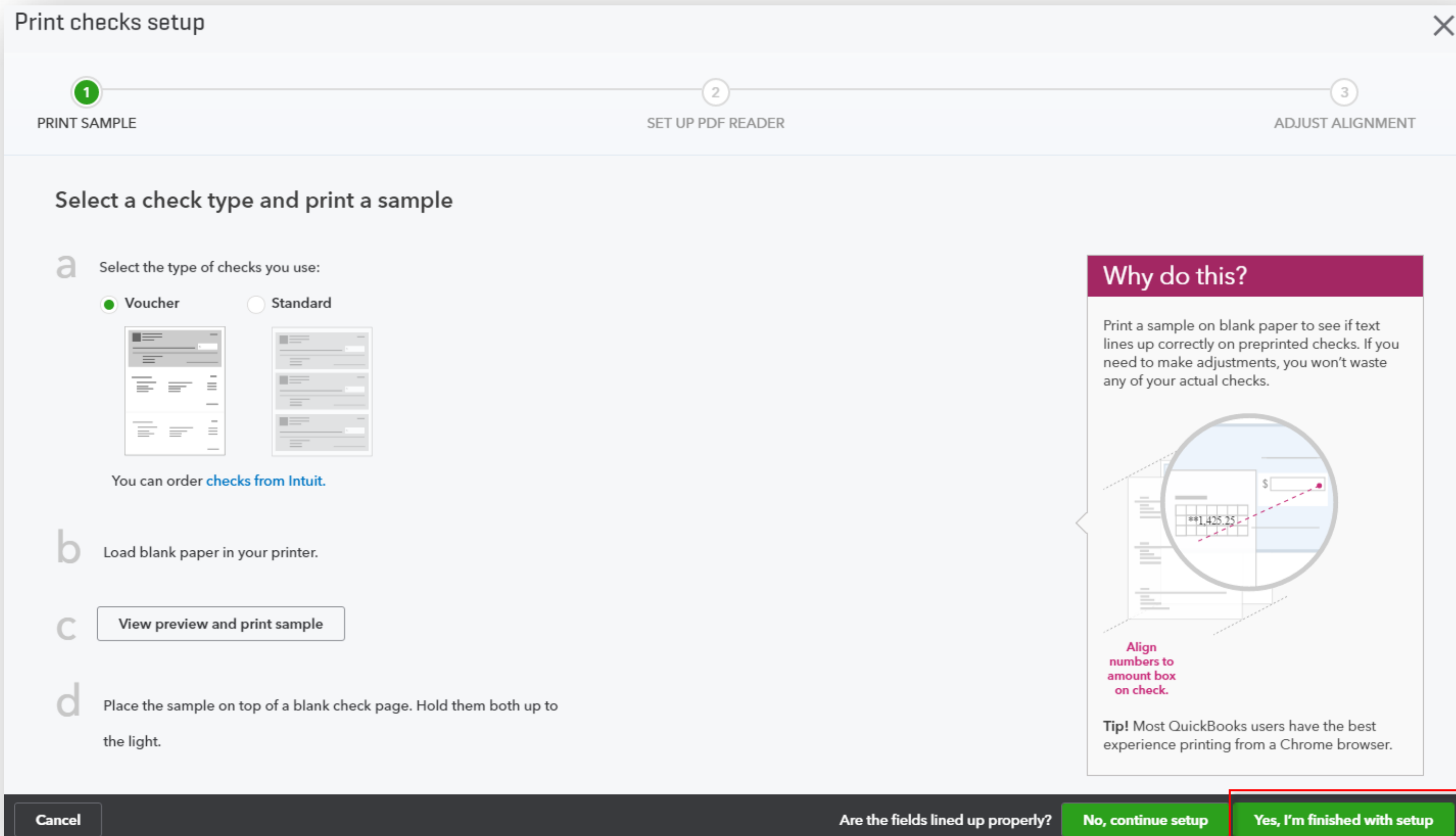
Purchase and Expense Workflows: Filling out Checks



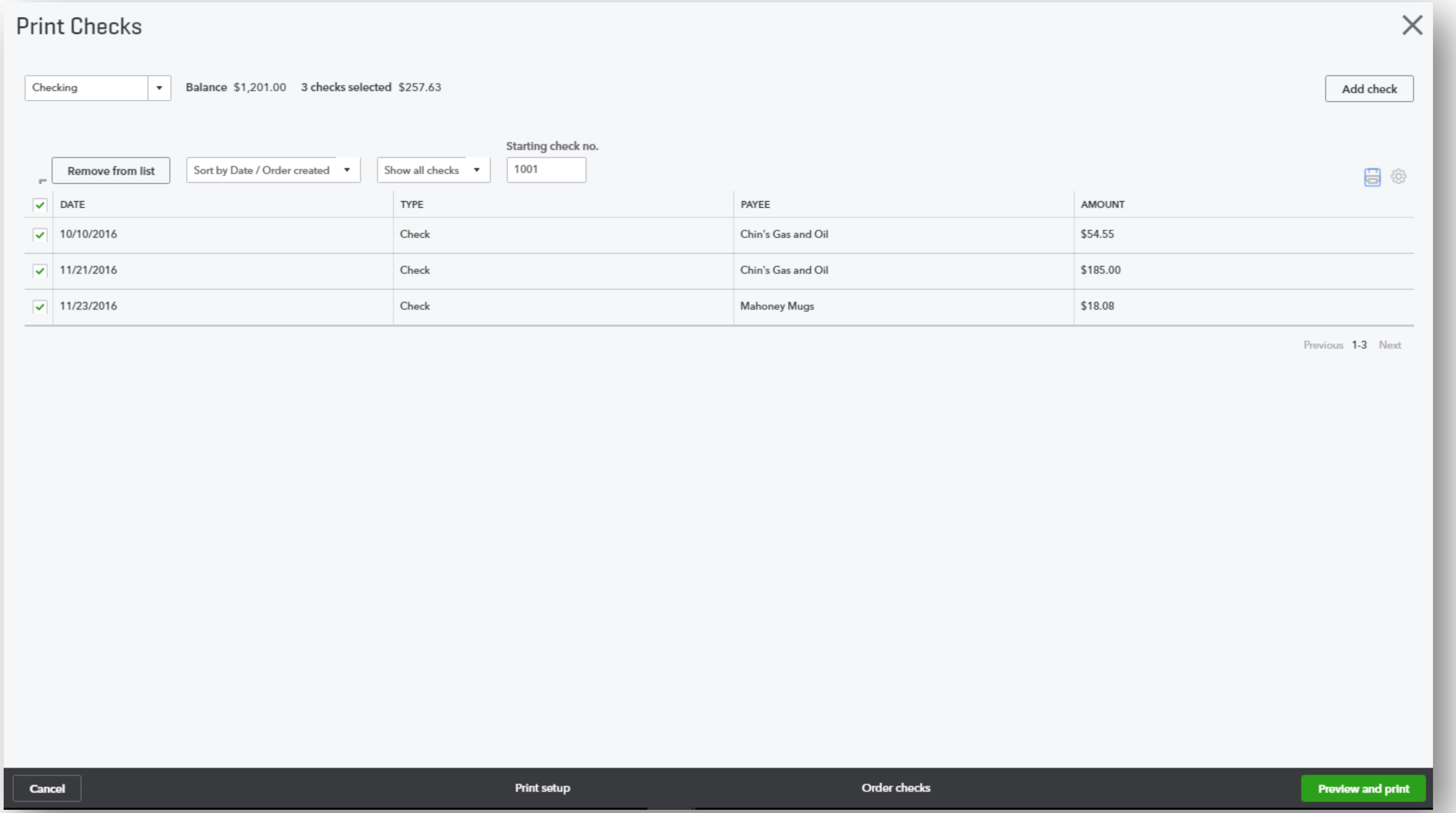
Purchase and Expense Workflows: Printing Checks



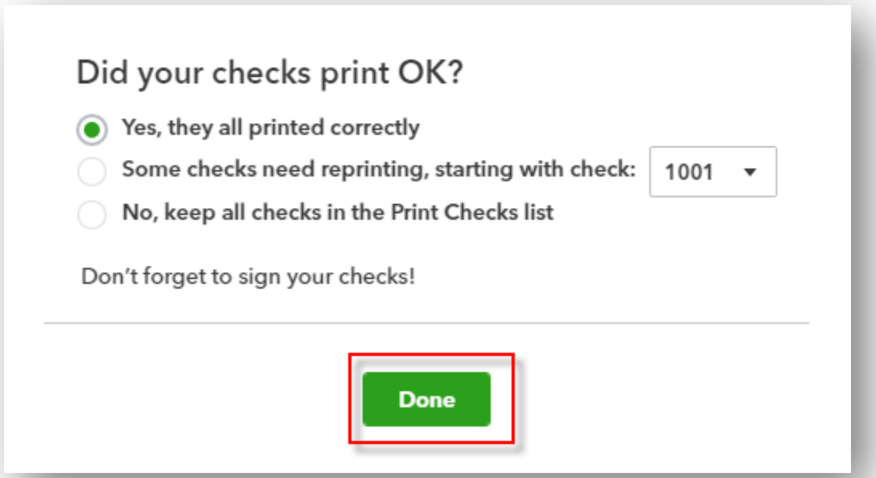
Purchase and Expense Workflows: Printing Checks - Setup



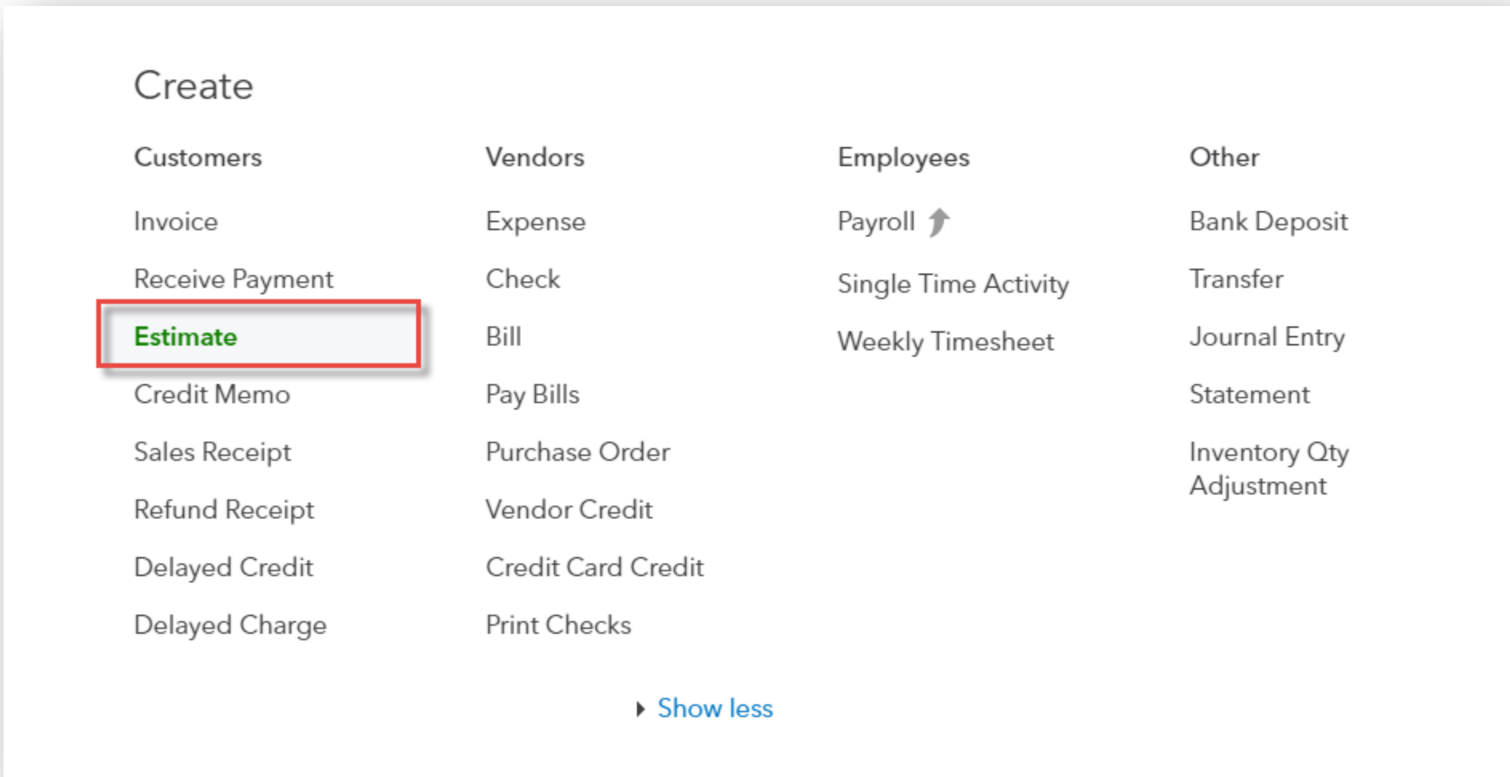
Purchase and Expense Workflows: Selecting Checks to Print



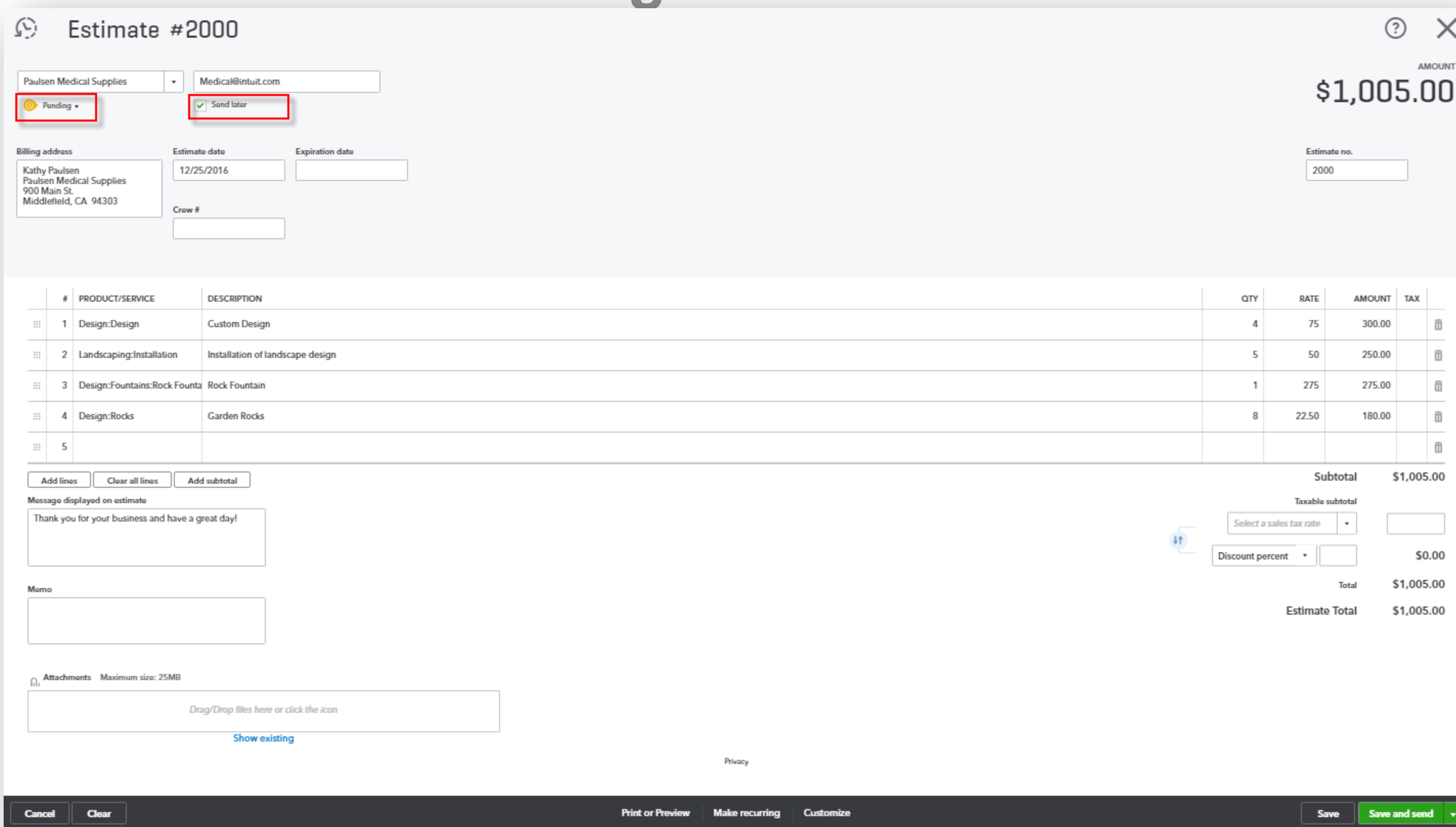
Purchase and Expense Workflows: Selecting Checks to Print



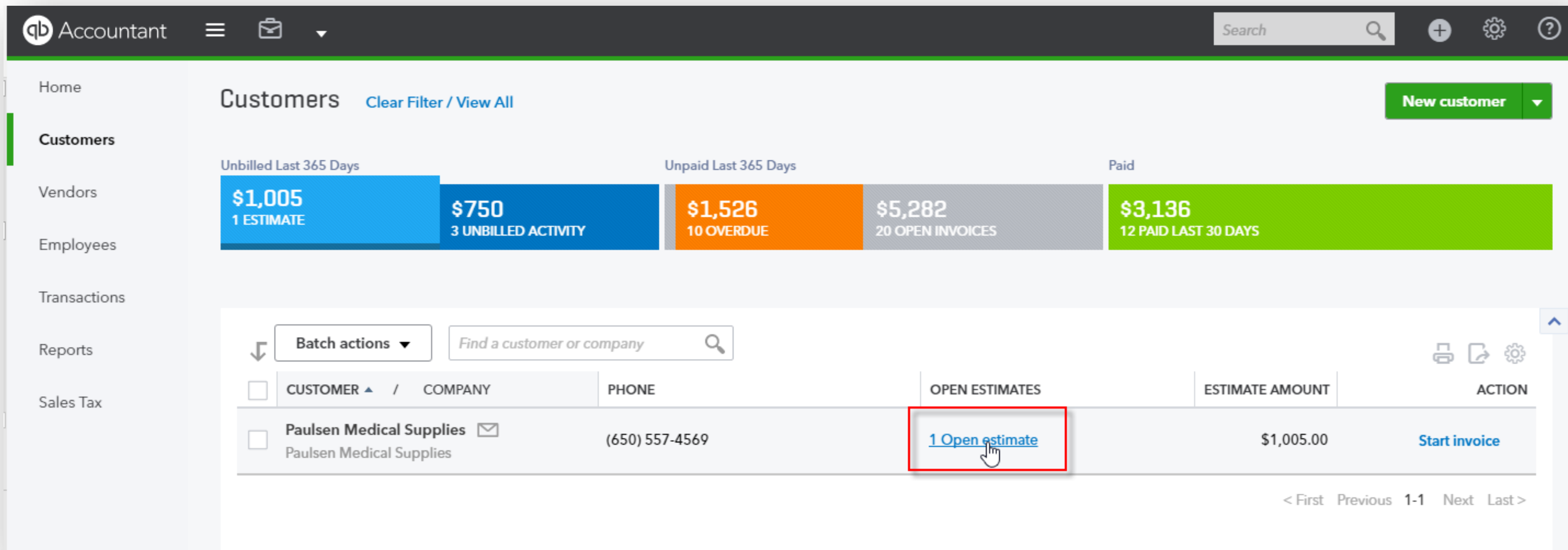
Sales Workflows: Creating Estimates



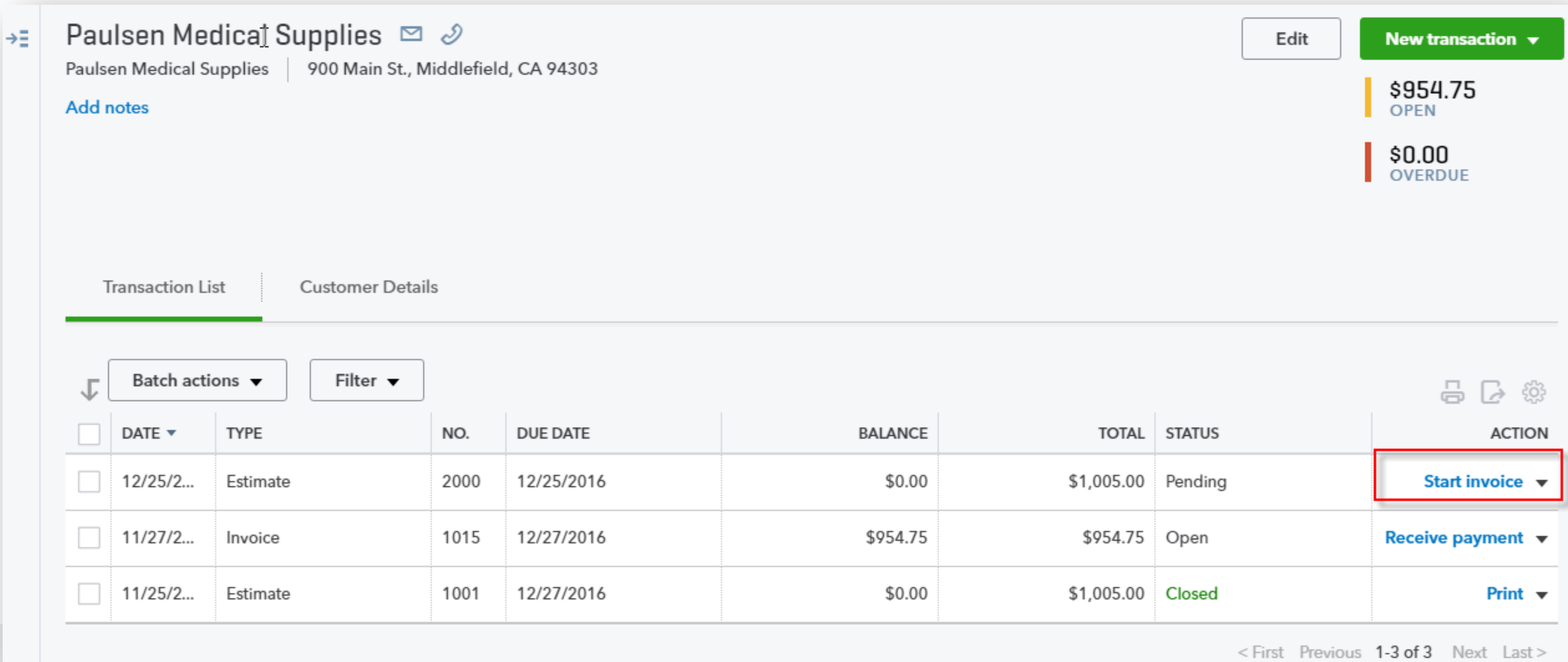
Sales Workflows: Filling out Estimates



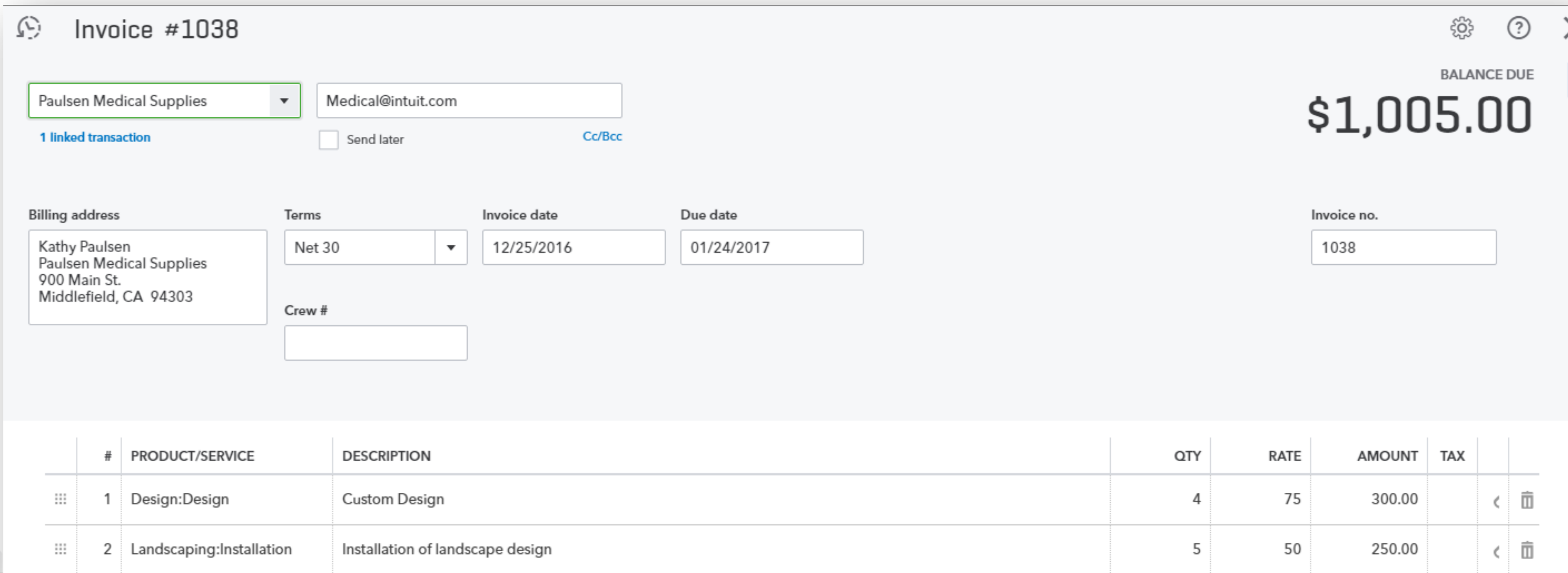
Sales Workflows: Turning Estimates into Invoices



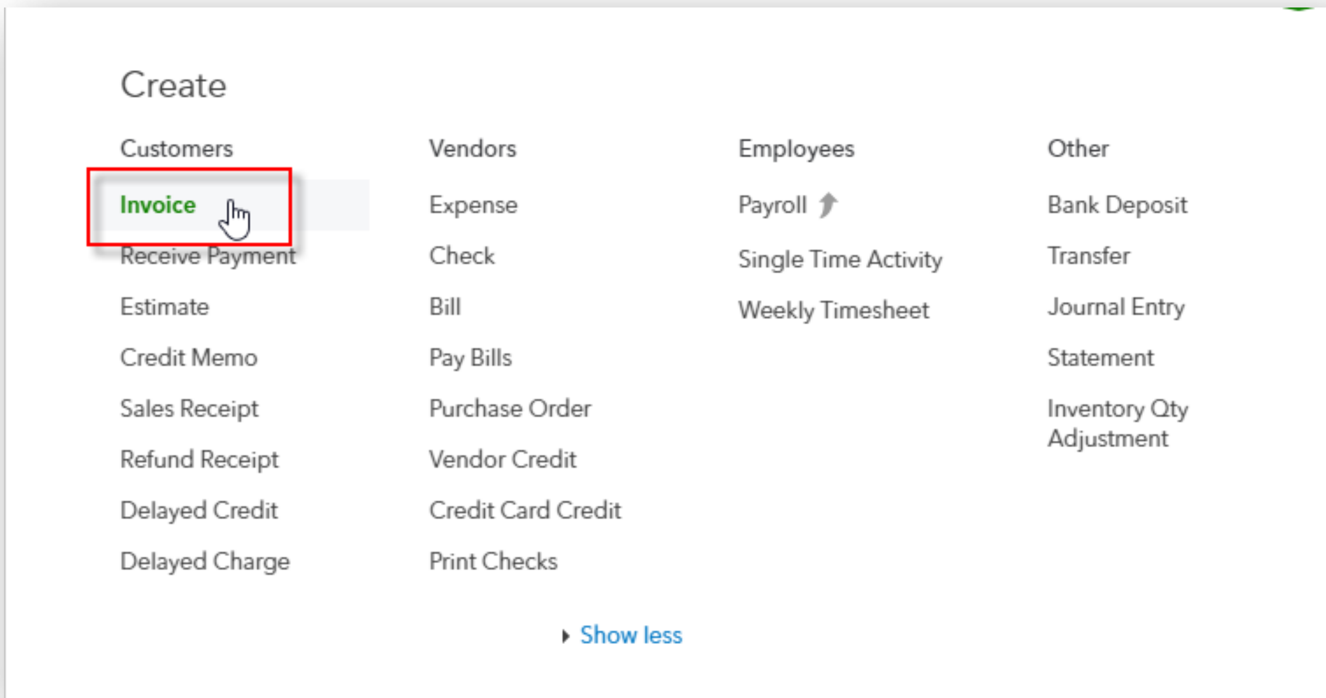
Sales Workflows: The Resulting Invoice from an Estimate



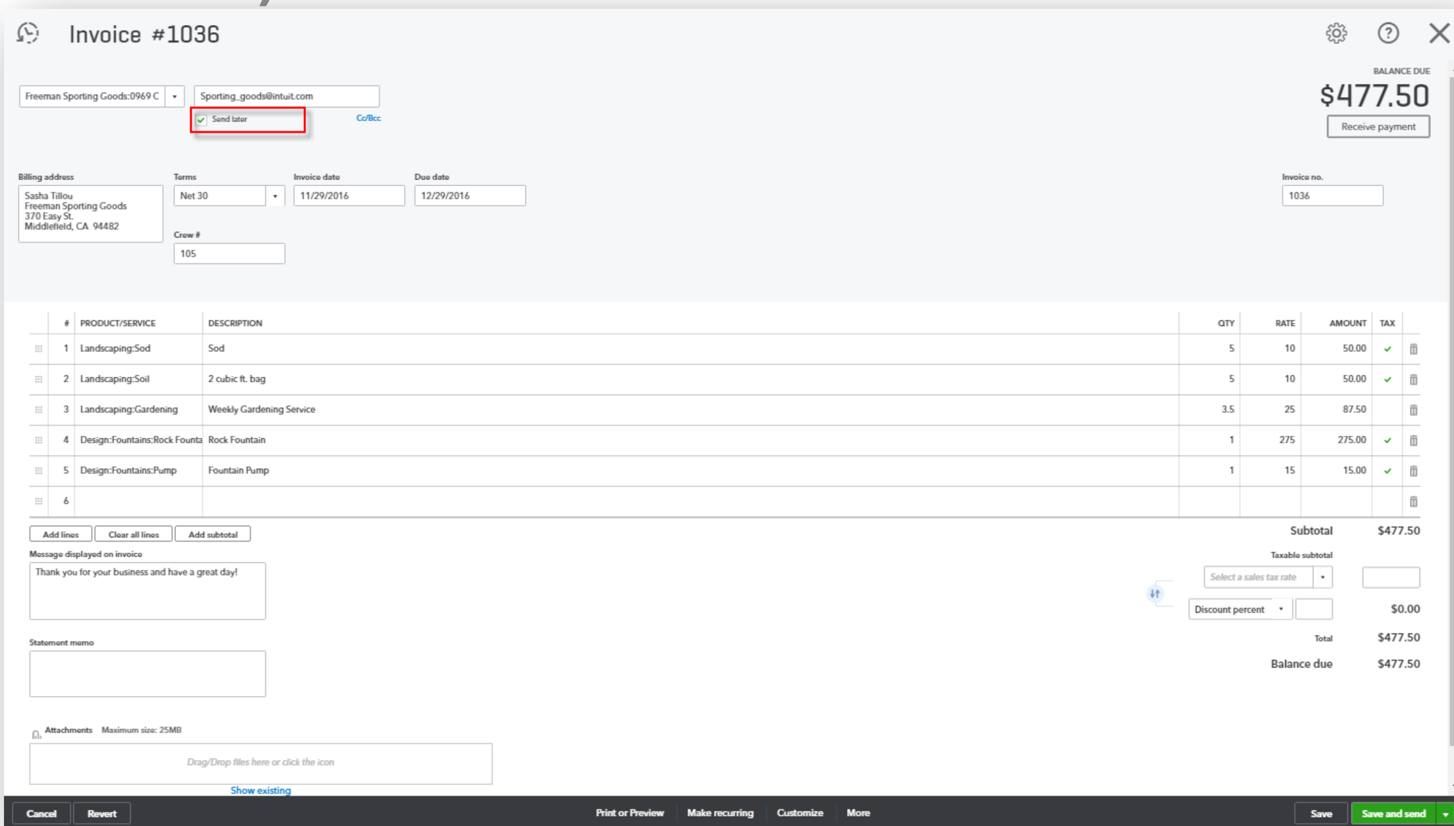
Sales Workflows: The Resulting Invoice from an Estimate



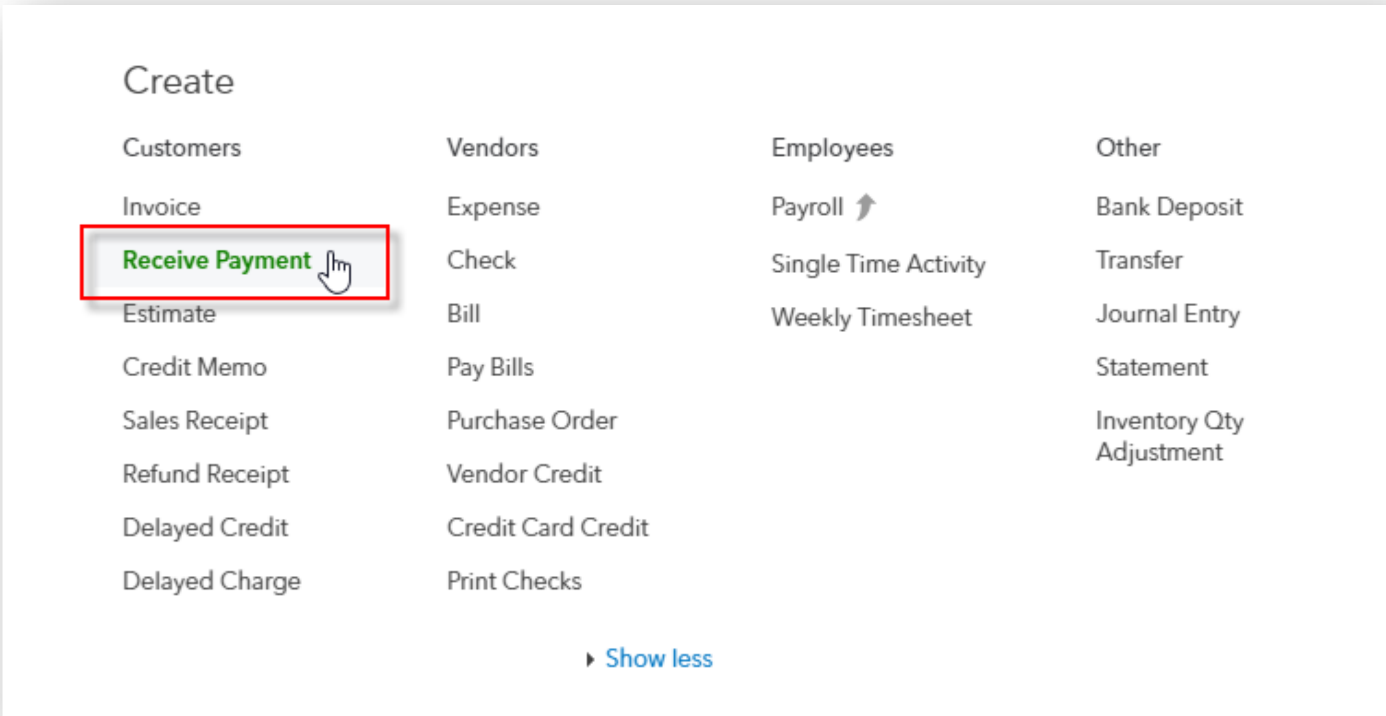
Sales Workflows: Creating Invoices (*Not* from an Estimate)



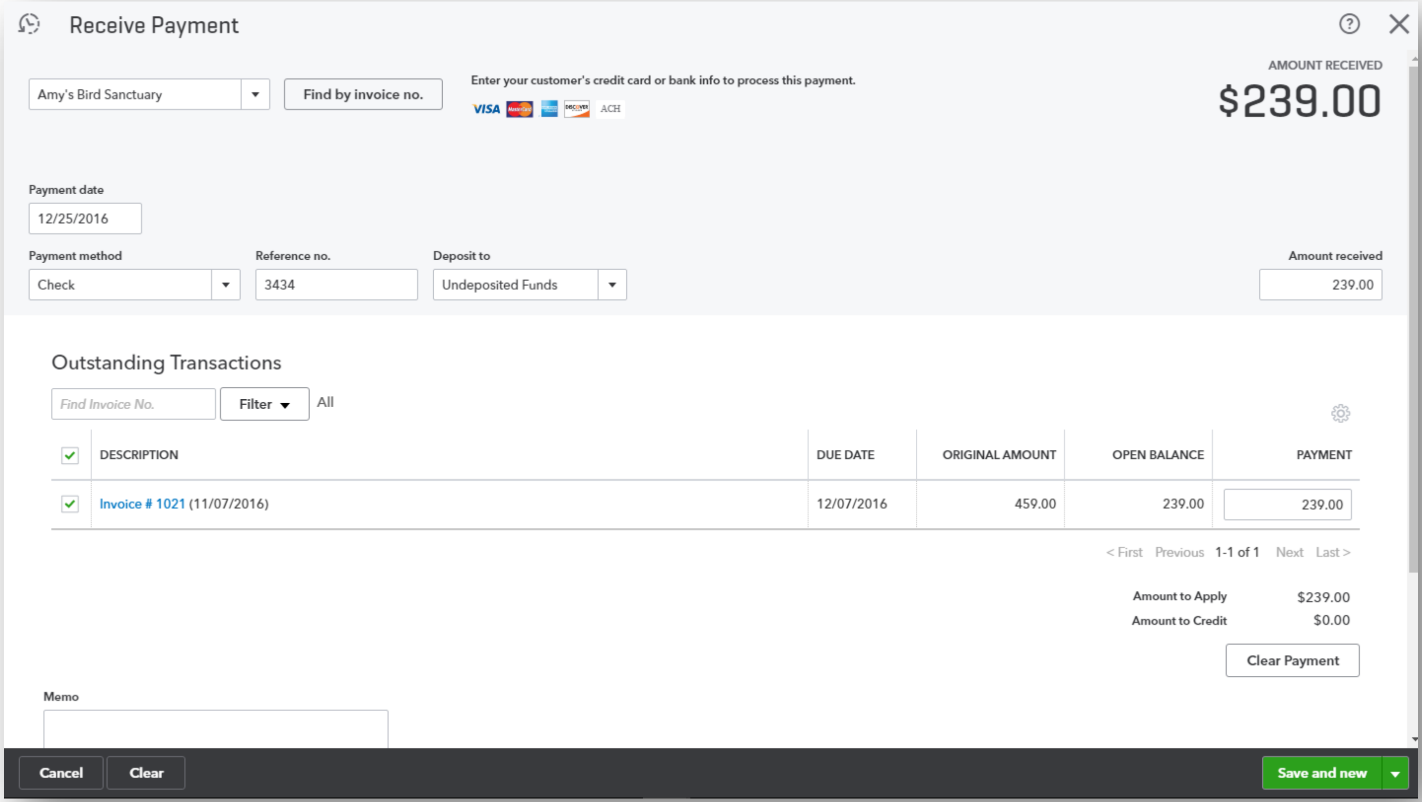
Sales Workflows: Filling out the Invoice (*Not* from an Estimate)



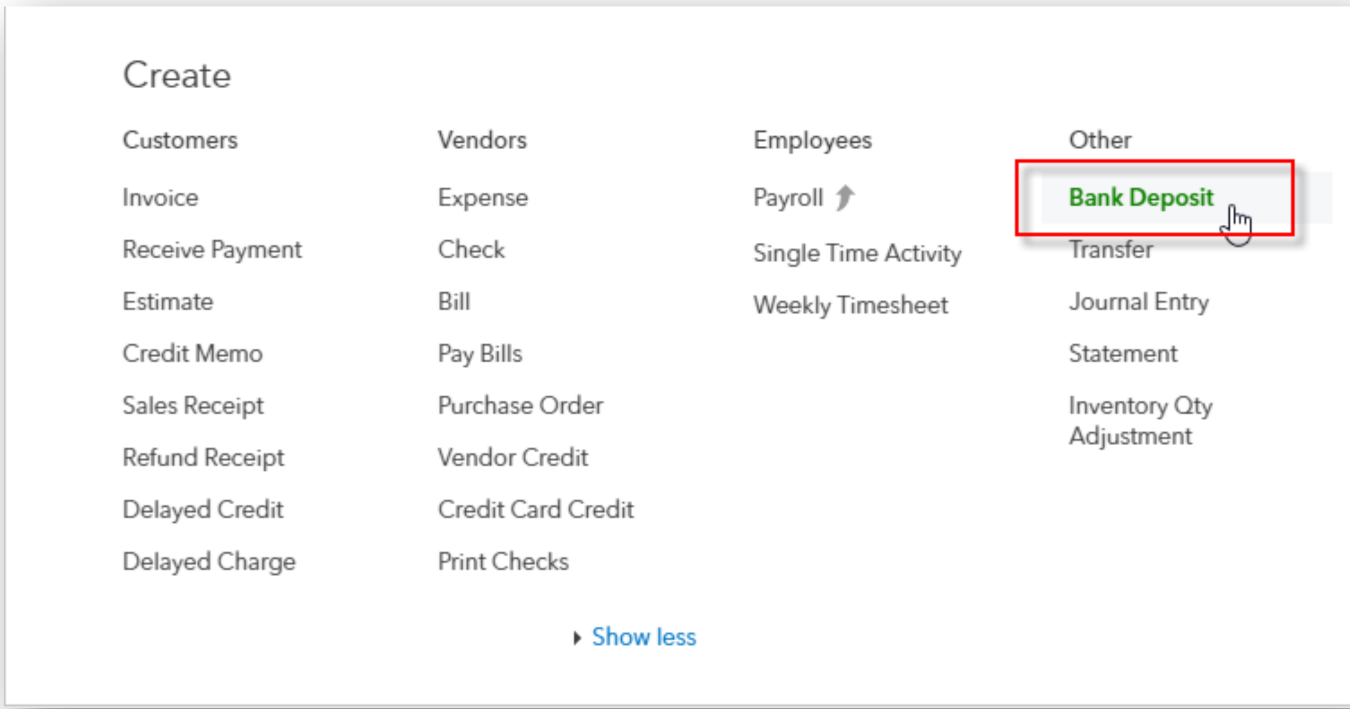
Sales Workflows: Receiving Payment on Invoices



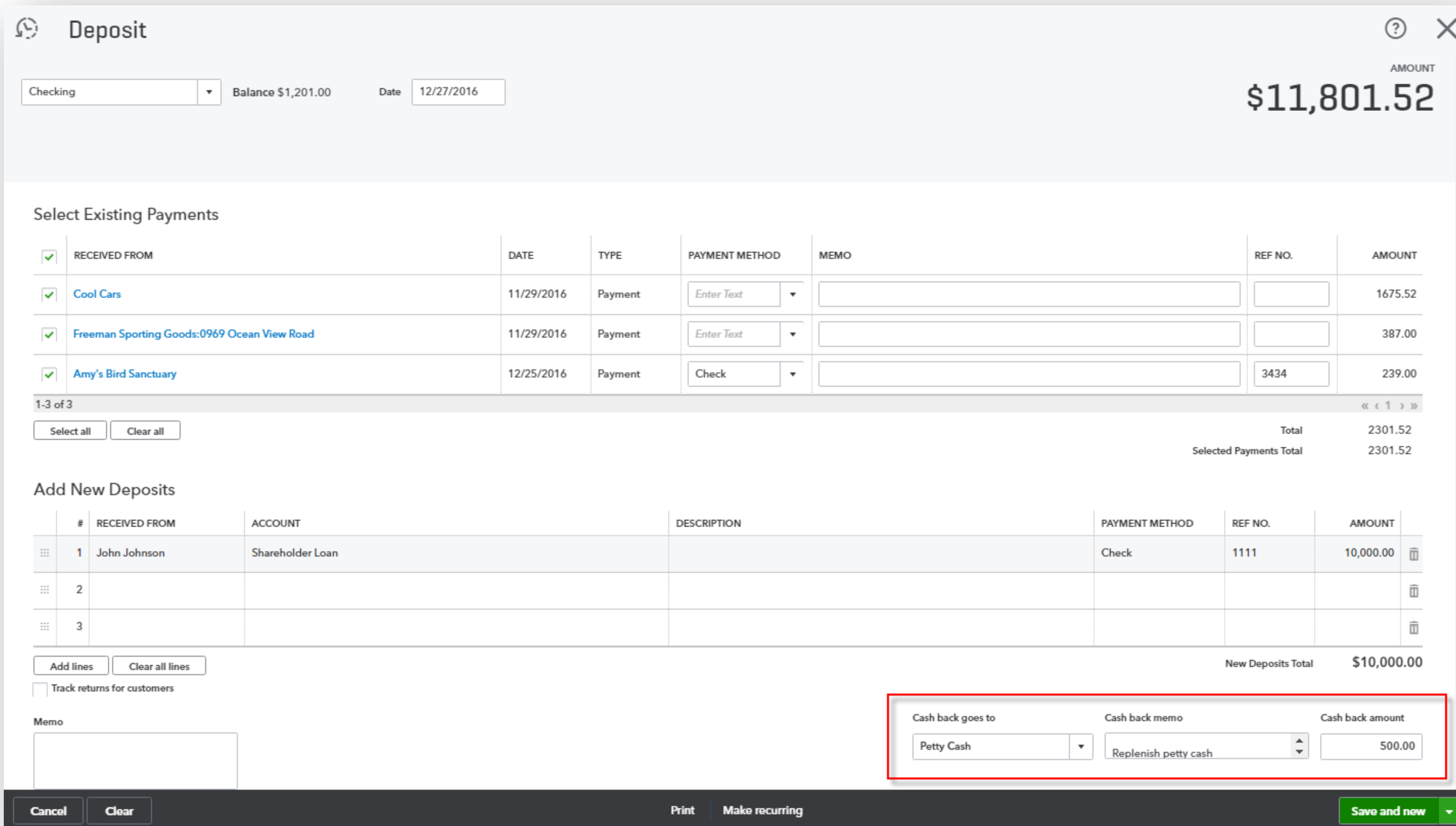
Sales Workflows: Filling out the Receive Payment on Invoices



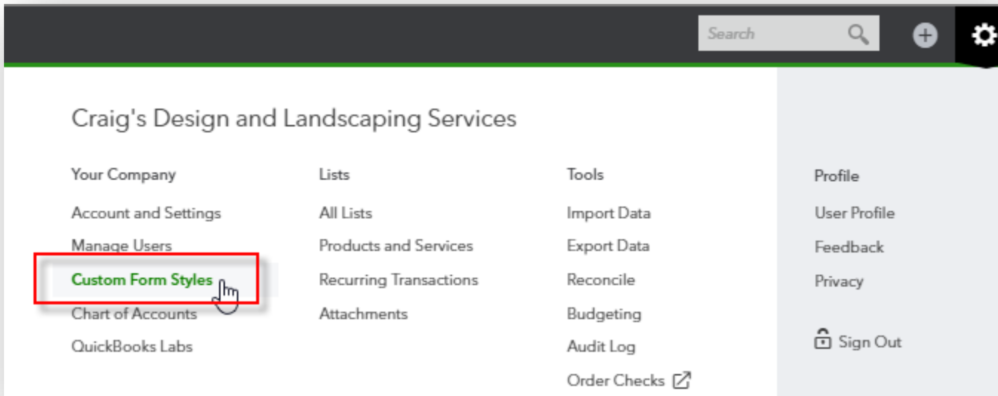
Sales Workflows: Depositing the Money You Received

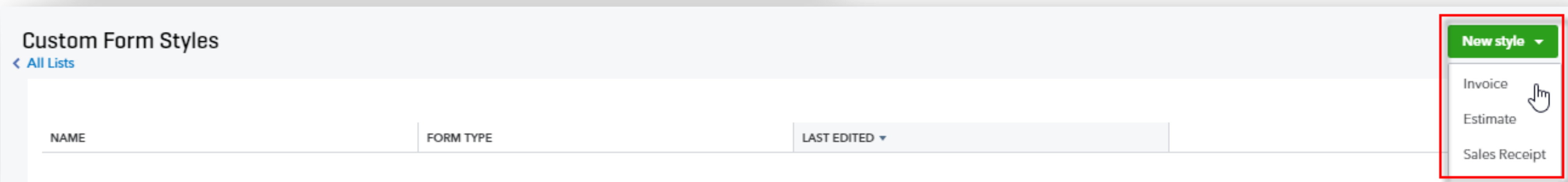


Sales Workflows: Filling out the Bank Deposit

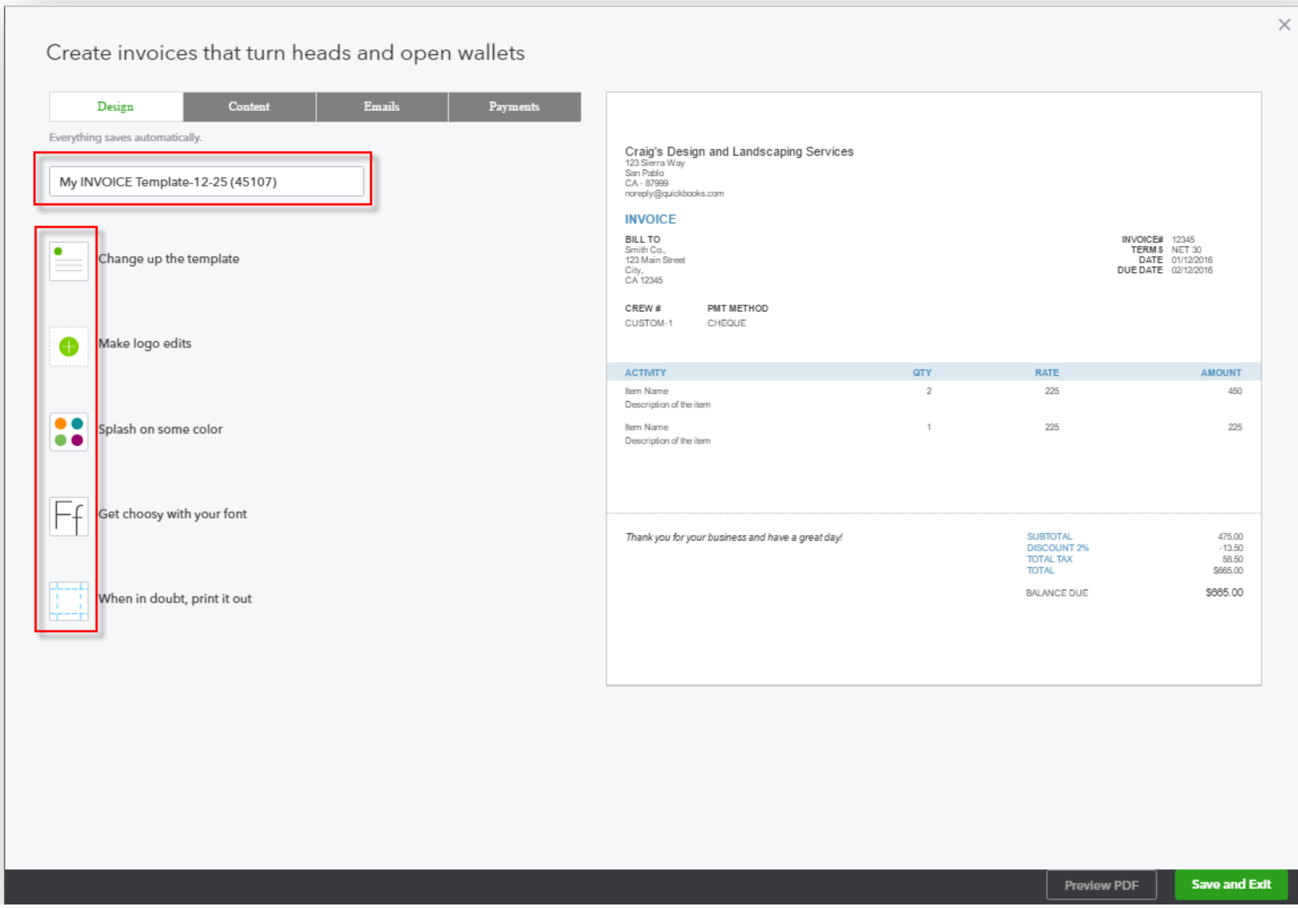


Customizing Invoices: Accessing

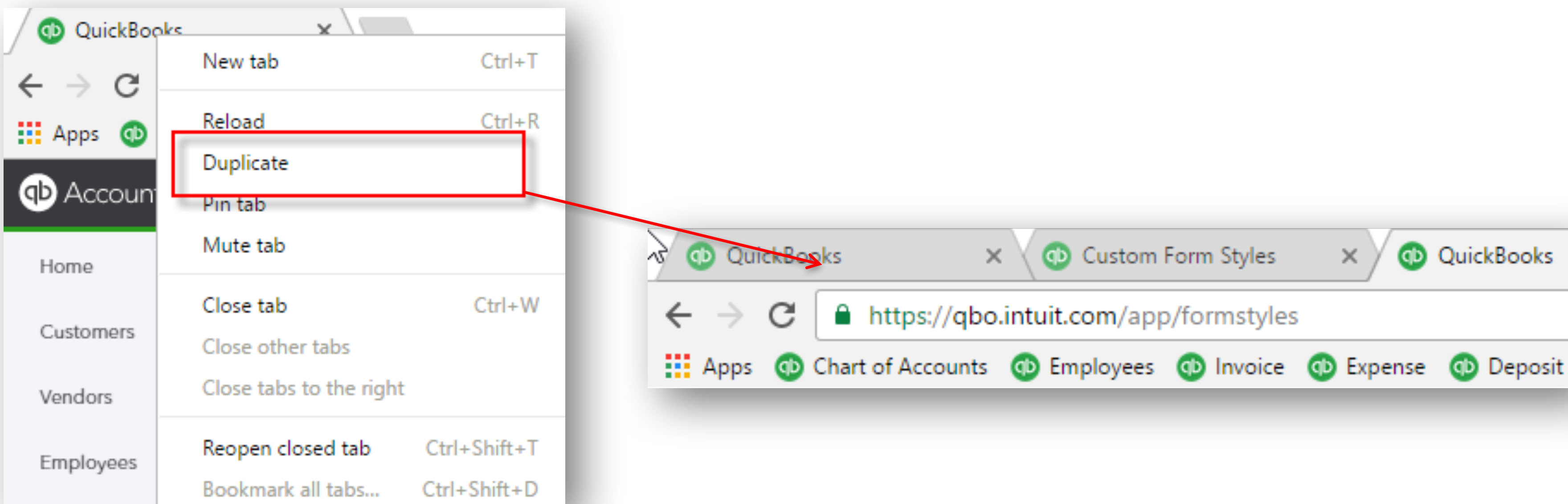




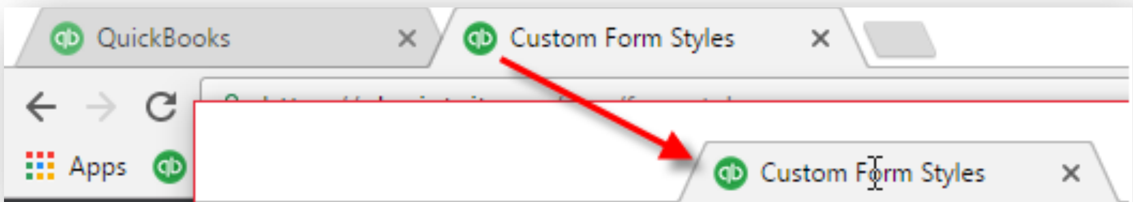
Customizing Invoices: Creating a New Template

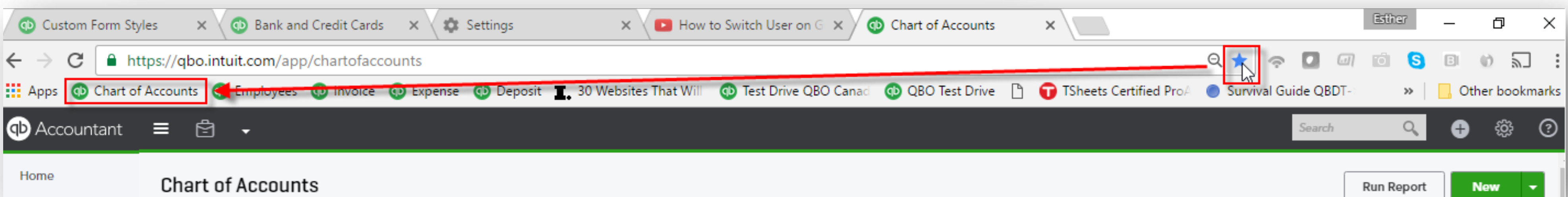


Efficient Browser Use: Opening Two or More Companies, Duplicating Tabs

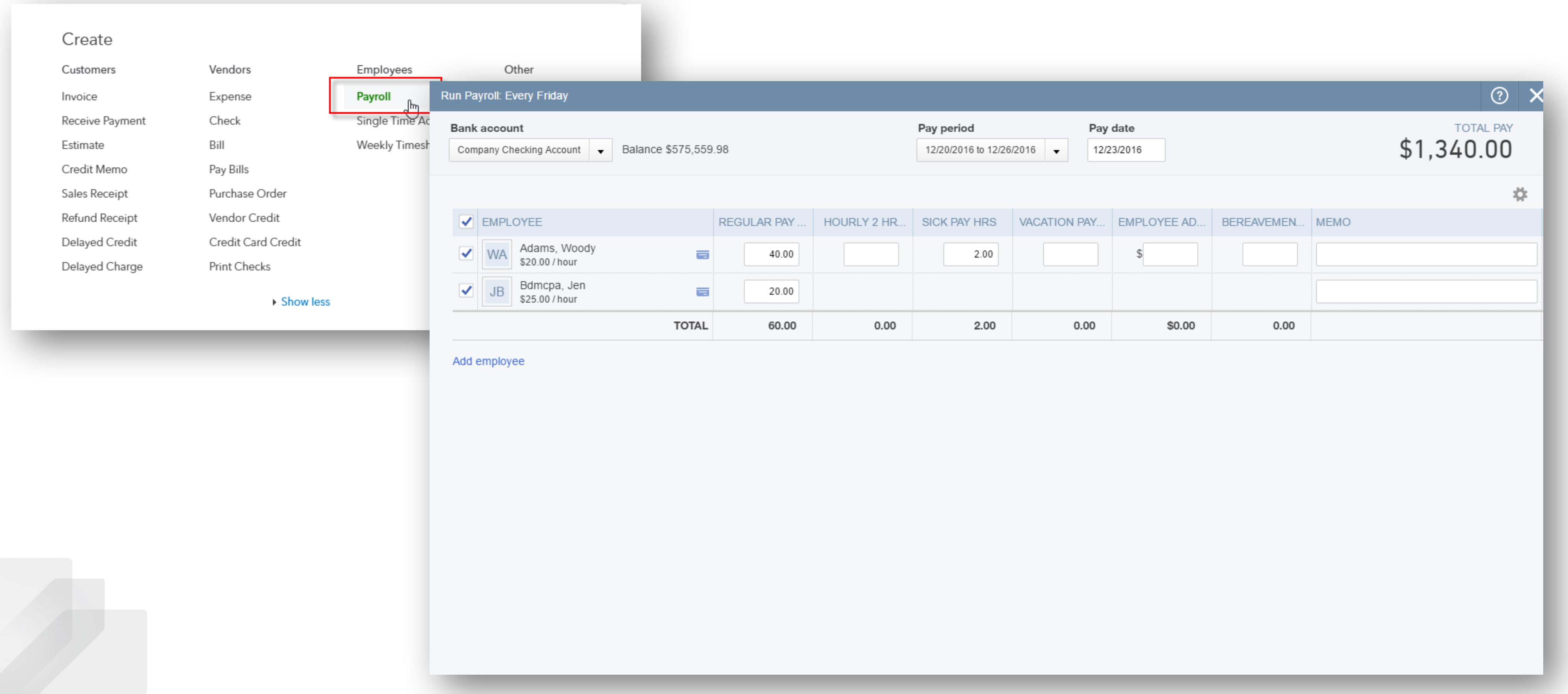


Efficient Browser Use: Pulling Away Tabs, Using Bookmarks

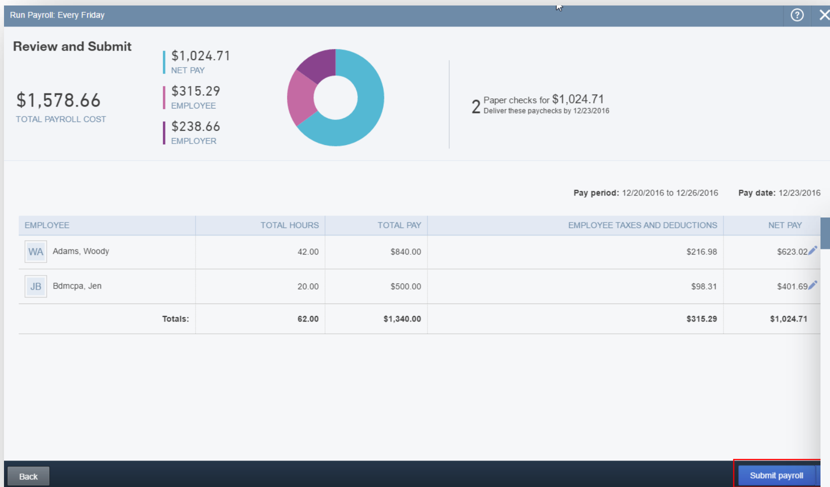


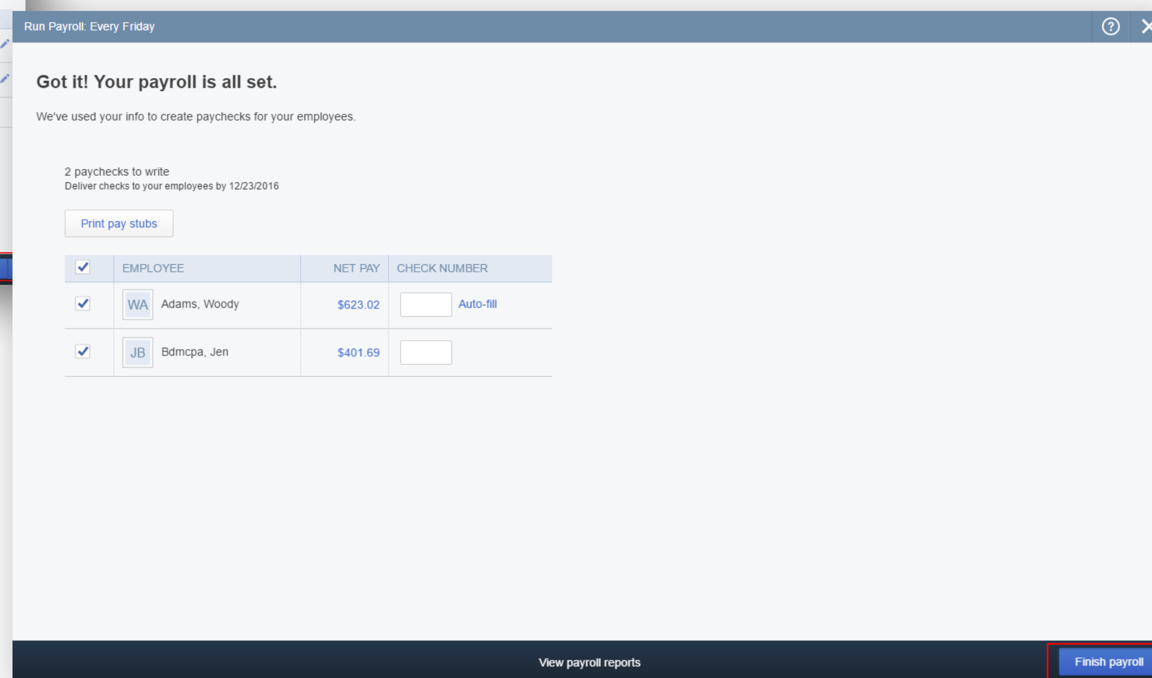


Payroll: Running Payroll

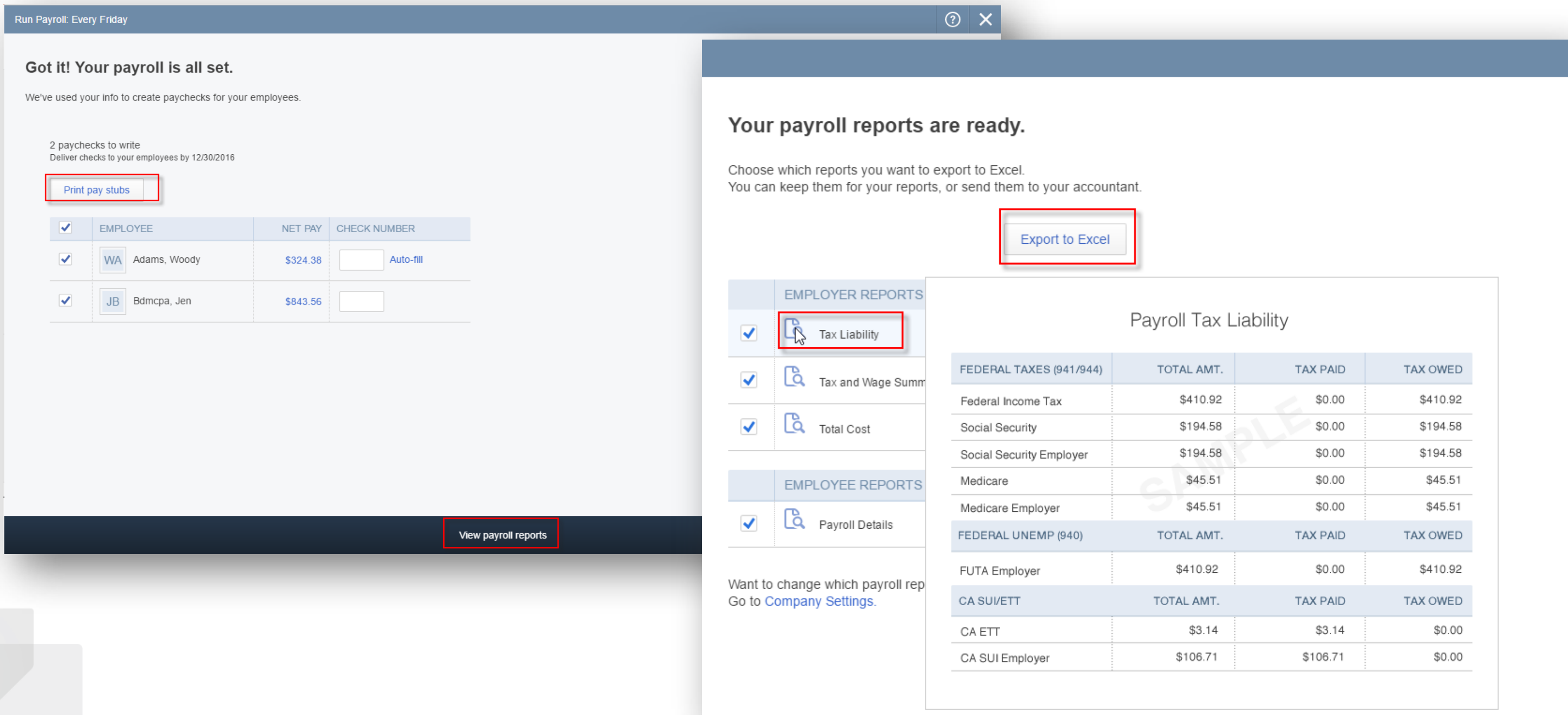


Payroll: Reviewing and Submitting

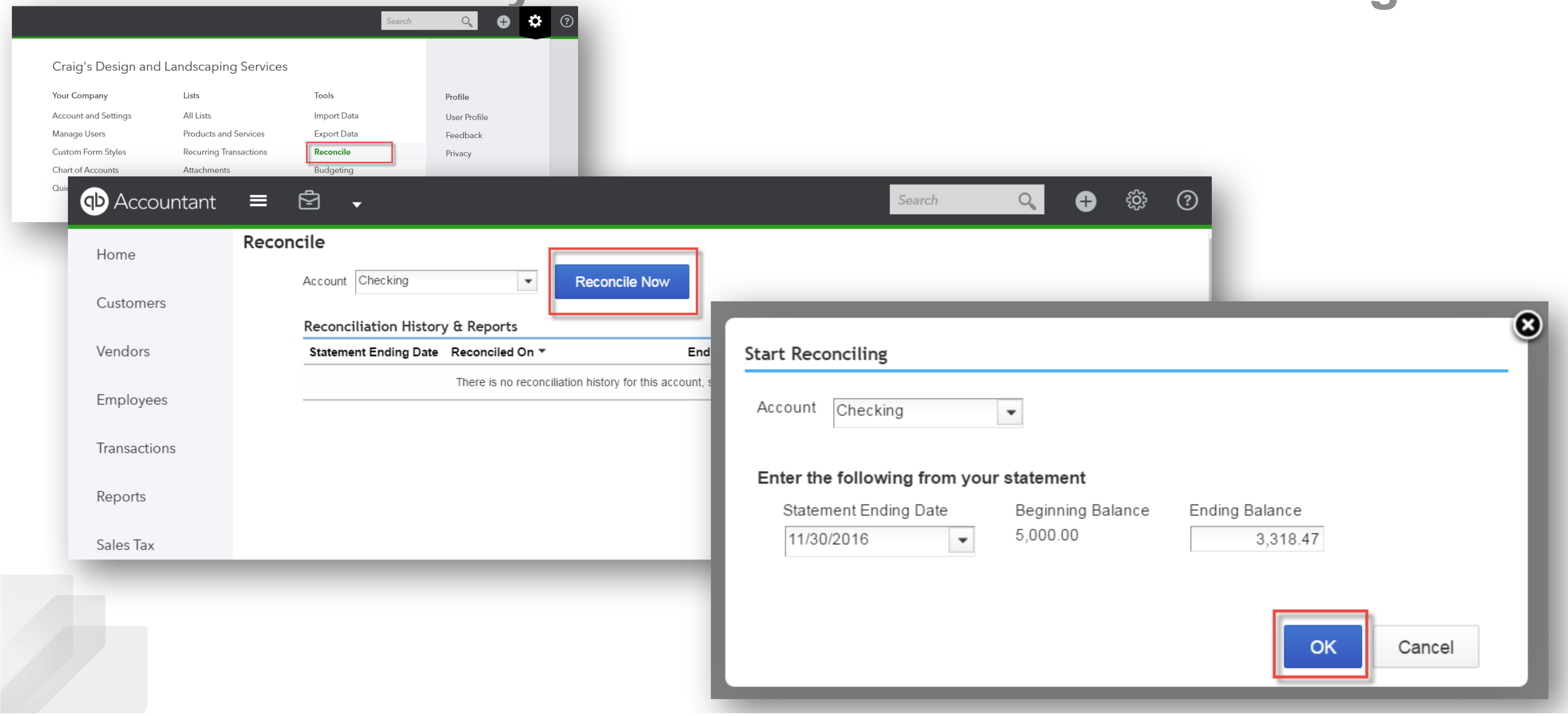




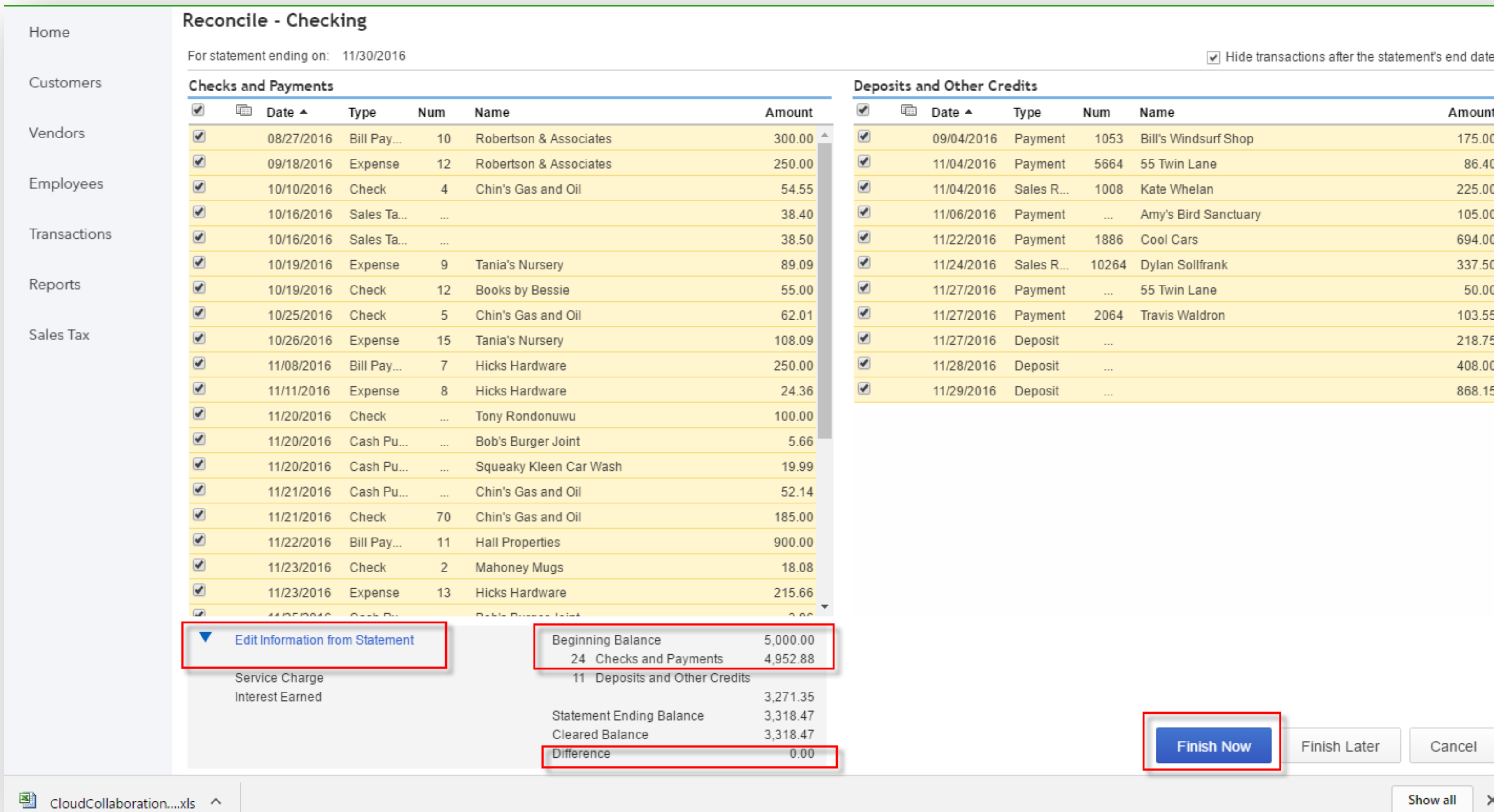
Payroll: Viewing Payroll Reports and Finishing Payroll



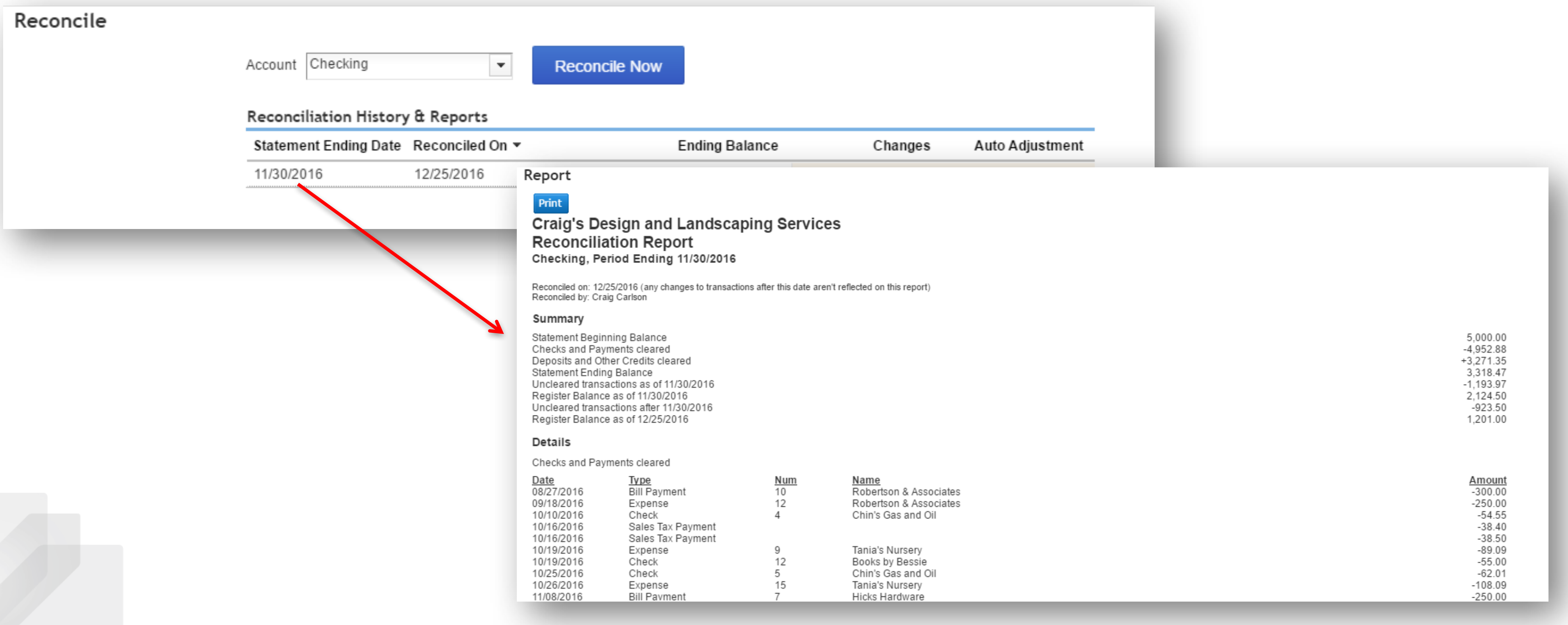
Routine Monthly Reconciliations: Start Reconciling



Routine Monthly Reconciliations: Finish Reconciling



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

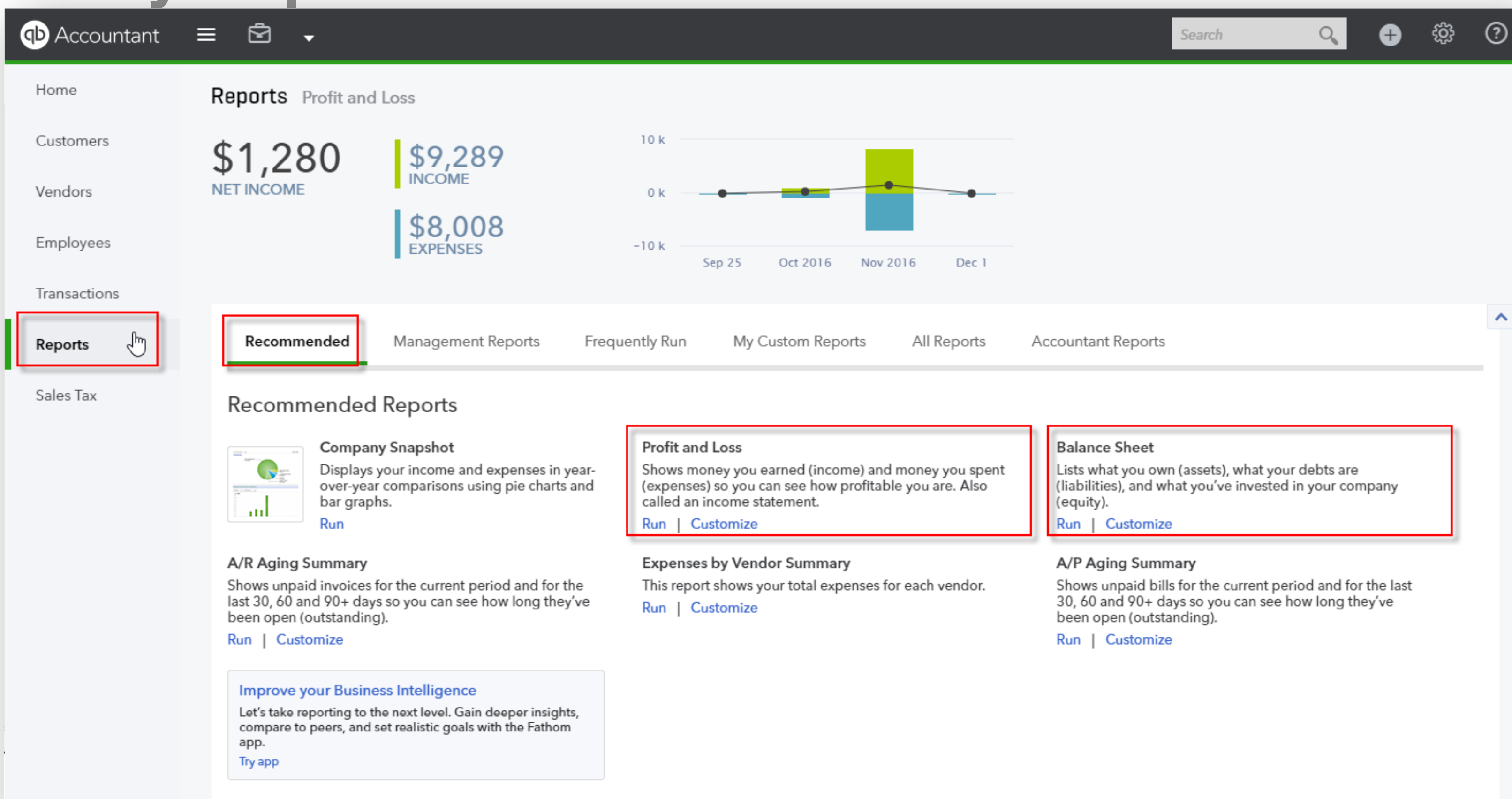
Statement Beginning Balance	5,000.00
Checks and Payments cleared	-4,952.88
Deposits and Other Credits cleared	+3,271.35
Statement Ending Balance	3,318.47
Uncleared transactions as of 11/30/2016	-1,193.97
Register Balance as of 11/30/2016	2,124.50
Uncleared transactions after 11/30/2016	-923.50
Register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

Details

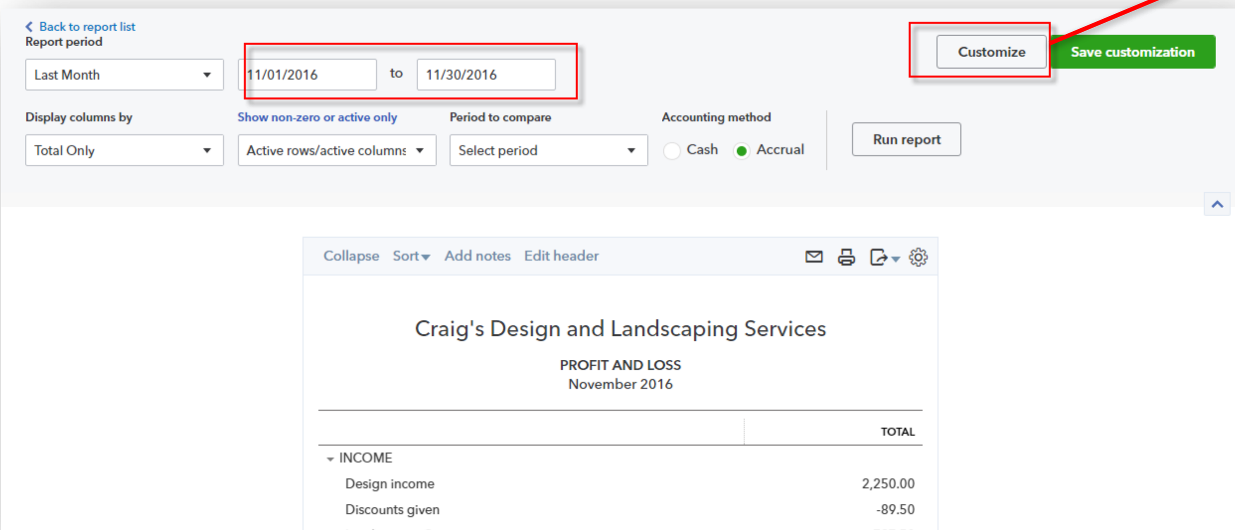
Checks and Payments cleared

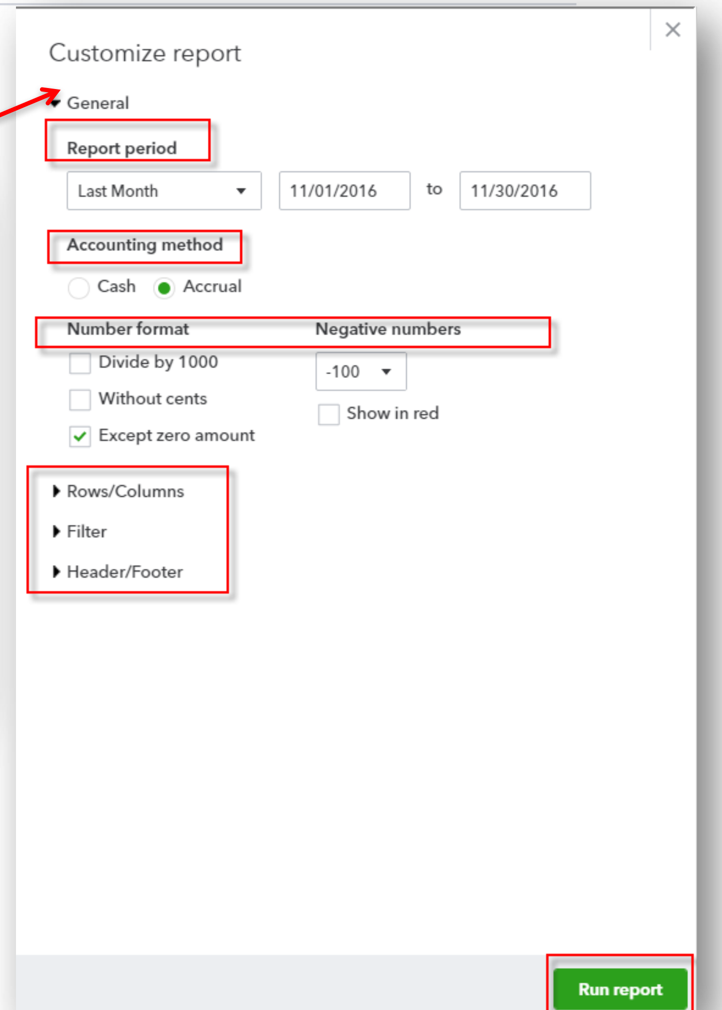
Date	Type	Num	Name	Amount
08/27/2016	Bill Payment	10	Robertson & Associates	-300.00
09/18/2016	Expense	12	Robertson & Associates	-250.00
10/10/2016	Check	4	Chin's Gas and Oil	-54.55
10/16/2016	Sales Tax Payment			-38.40
10/16/2016	Sales Tax Payment			-38.50
10/19/2016	Expense	9	Tania's Nursery	-89.09
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*

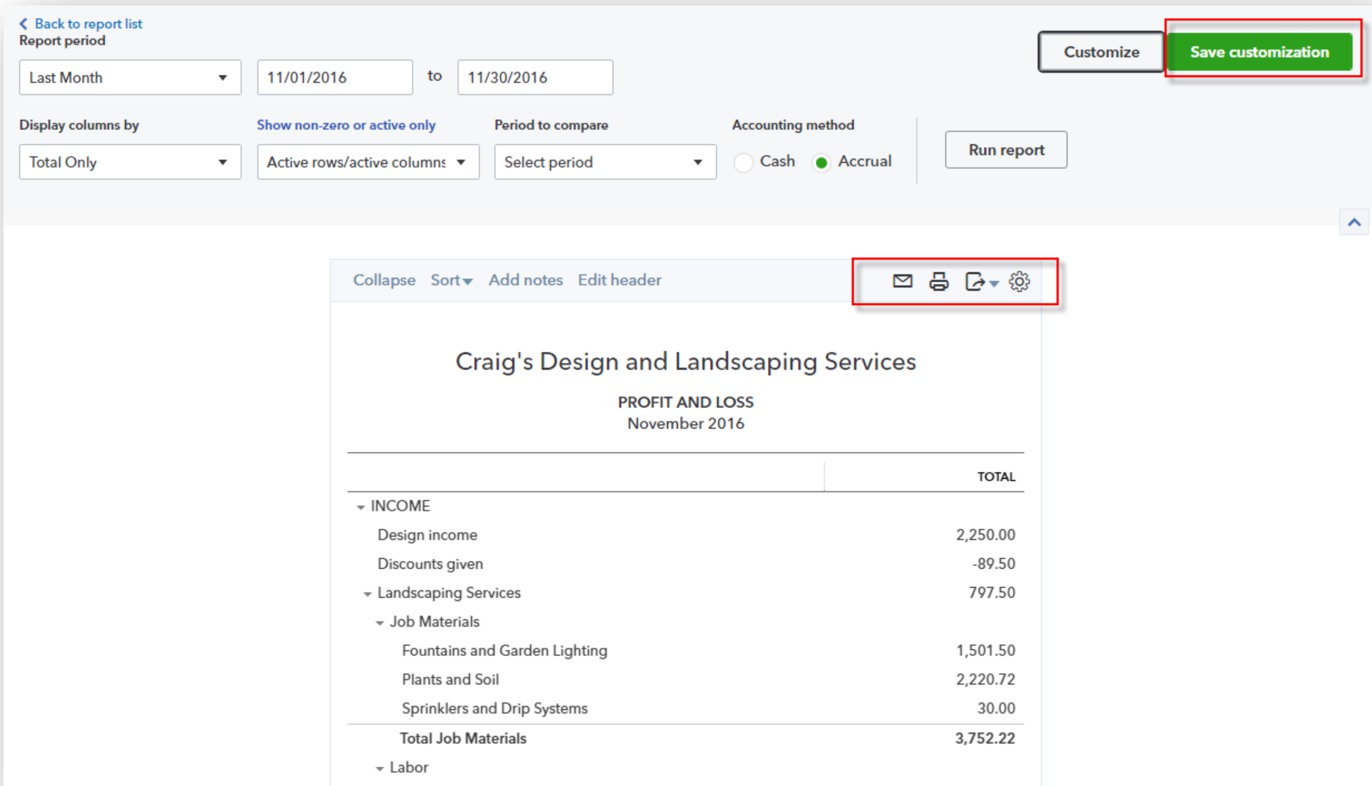


Key Monthly Reports: Customizing





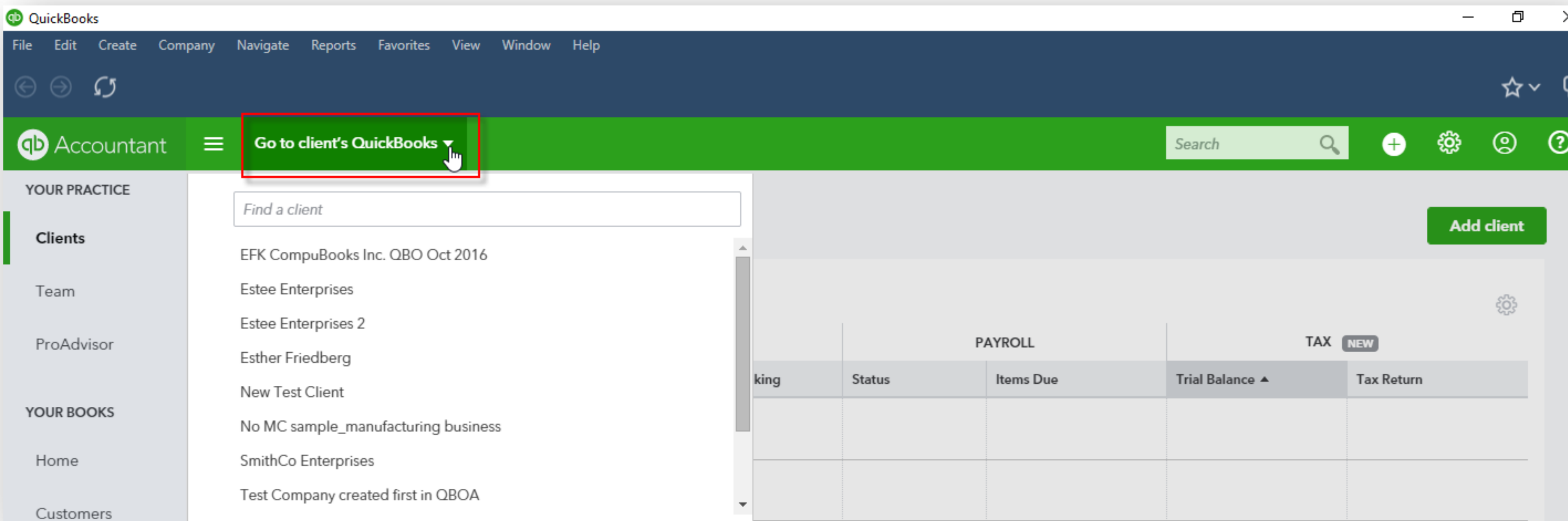
Key Monthly Reports: Printing, Emailing, Exporting & Saving Customizations



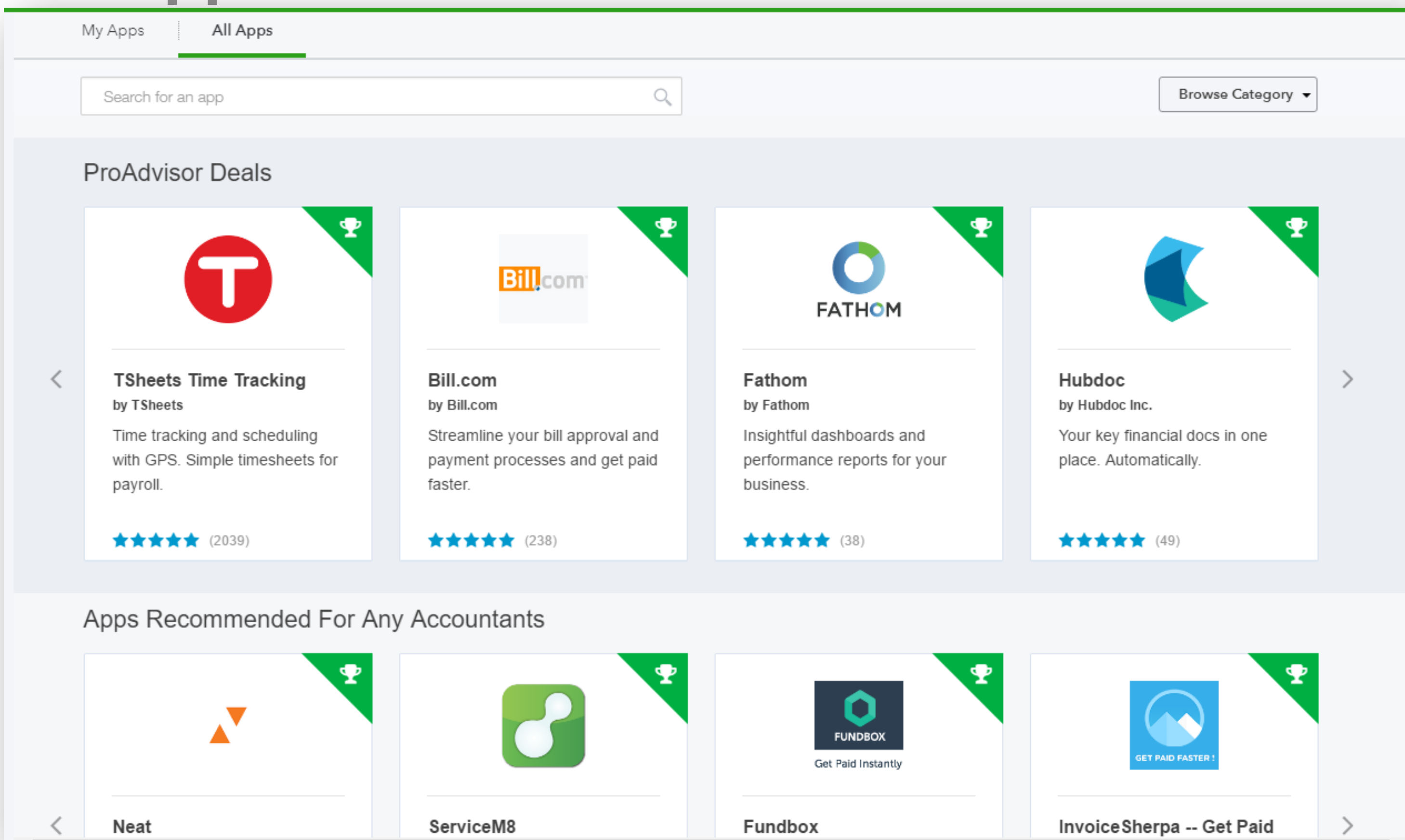
Desktop Apps for QBO and QBOA

- 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

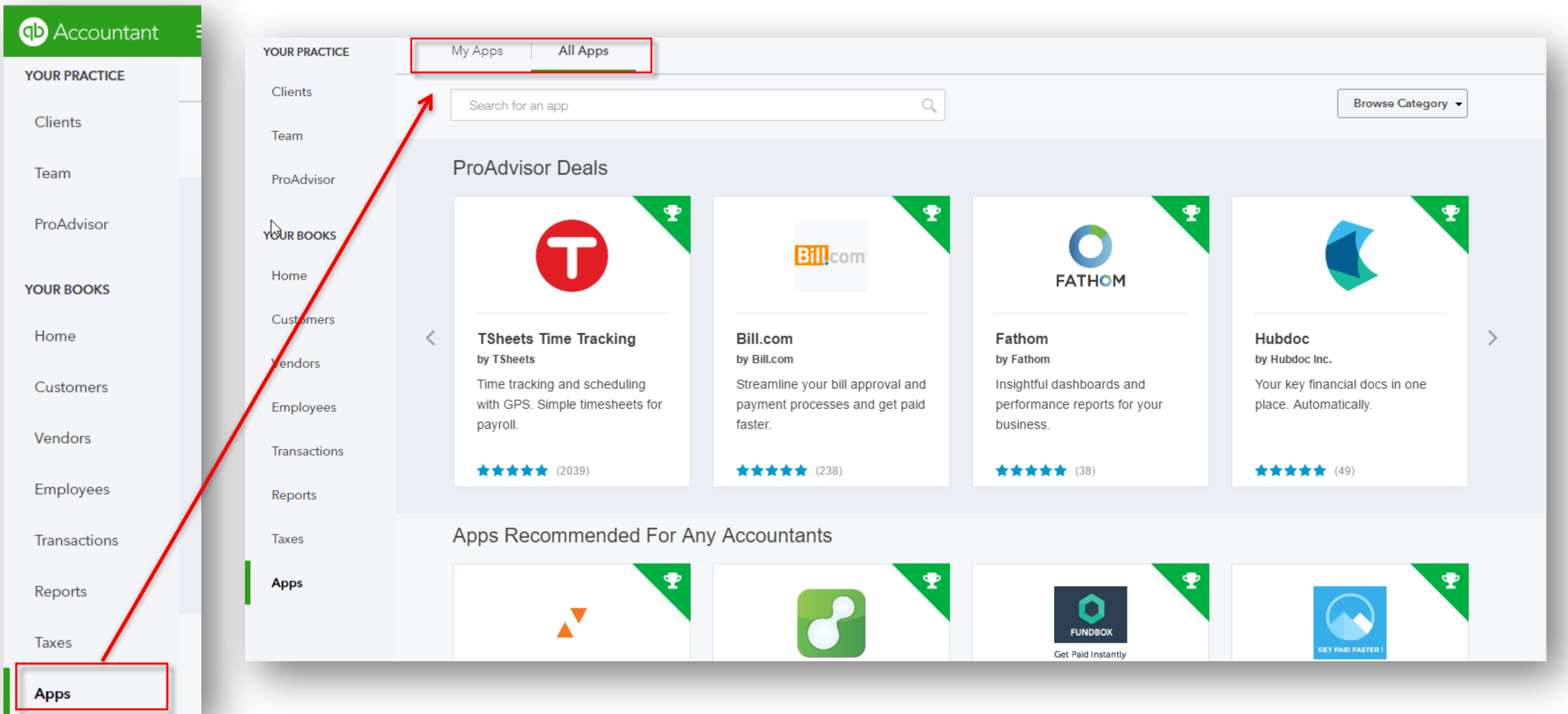
Desktop Apps for QBO and QBOA



QBO Apps: Introduction

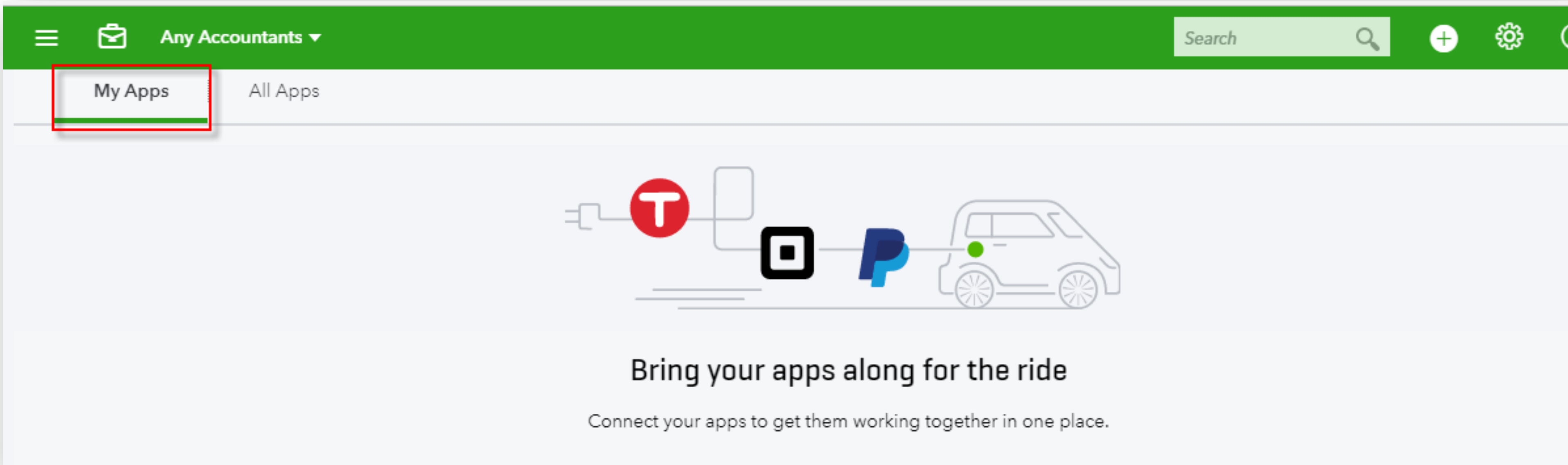


QBO Apps: Accessing via the App Center

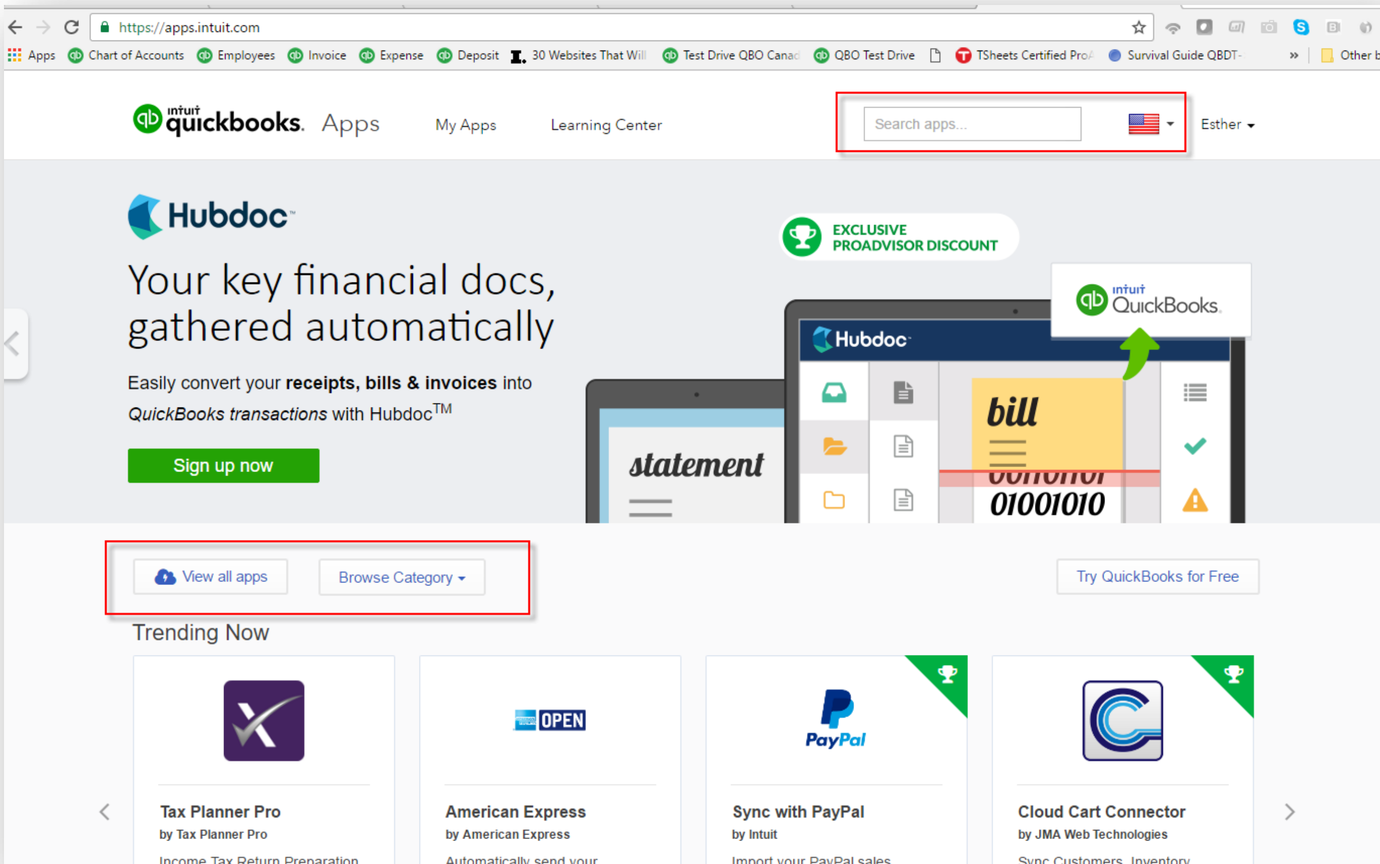


QBO Apps: Searching for Apps in the App Center

QBO Apps: My Apps



QBO Apps: Searching for Apps on Apps.com



Mobile Ready

QuickBooks Online is Now Available on All Your Devices

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

View and edit customer information

Create and send Invoices and estimates

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

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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

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