

QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Certification Training Guide



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QUICKBOOKS ONLINE CERTIFICATION TRAINING OVERVIEW

QuickBooks Online Certification is designed to help you better serve and support your clients. It is designed to help you learn how your clients use QuickBooks and how you'll use it as an accounting professional to work with your client's files.

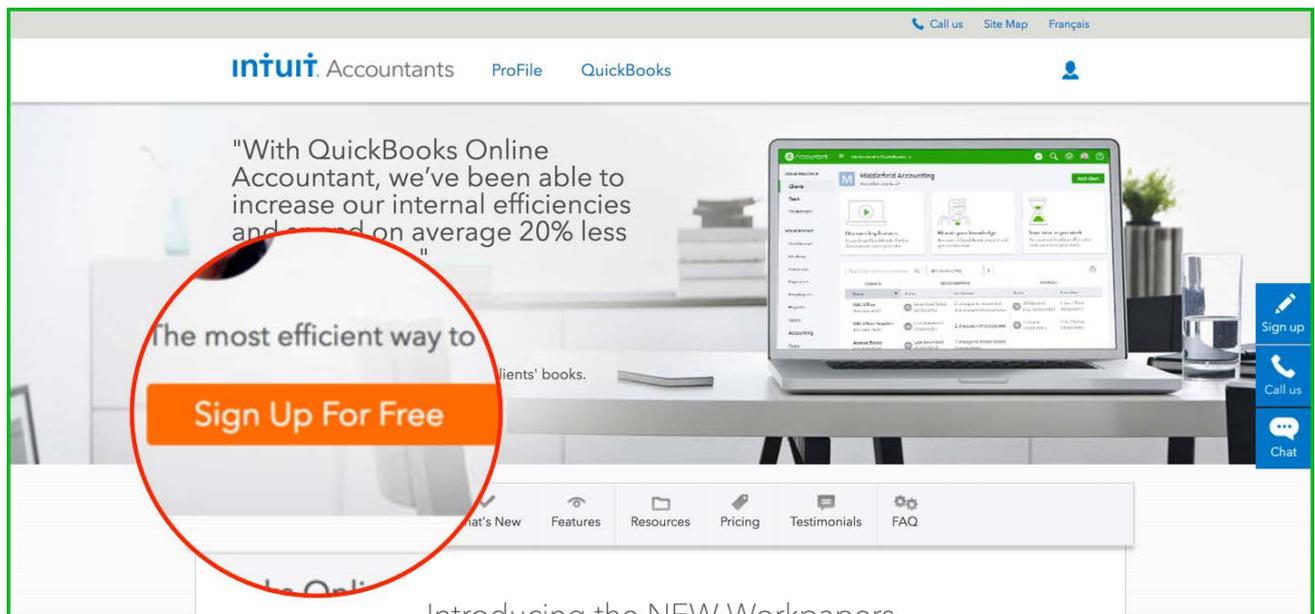
QUICKBOOKS ONLINE CERTIFICATION EXAM

After attending this course in a classroom session or viewing the self-paced video training, you'll be prepared to take the certification exam. The exam is a 60 question, multiple choice exam that will help you prepare to serve and support your clients on QuickBooks Online. Please visit the ProAdvisor tab in QuickBooks Online Accountant to take the exam.

QUICKBOOKS ONLINE ACCOUNTANT SIGN-UP

If you have not already signed up for QuickBooks Online Accountant, sign up for free at:

1. Visit: <http://proadvisor.intuit.ca/cloud-accounting/quickbooks-online-accountant-edition.jsp>
2. Click **Sign Up for Free**.



CHAPTER 1 - GETTING STARTED IN QUICKBOOKS ONLINE ACCOUNTANT

QuickBooks Online Accountant (QBOA) is designed to help you manage your client's files in QuickBooks Online. It's designed to increase your efficiency and provide the tools and resources you need to work effectively with clients. It's seamless integration with QuickBooks Online makes it easy to work in client files.

QuickBooks Online Accountant lets you do the following:

- Access client files anywhere, anytime with an internet connection
- Single sign on unlimited access to client files
- Manage less technology; no complicated networks or servers
- Reduce time spent on client file management
- Use specific tools designed for accountants and bookkeepers

QuickBooks Online lets you and your client work together to do the following:

- Handle all day-to-day transactions including sales invoices, payments, deposits, receipts
- Handle all expense transactions like bills, cheques, credit and debit card receipts
- Download bank transactions using your client's online banking
- Manage bank deposits and account reconciliations
- Manage small business payroll
- Create business reports

OBJECTIVES

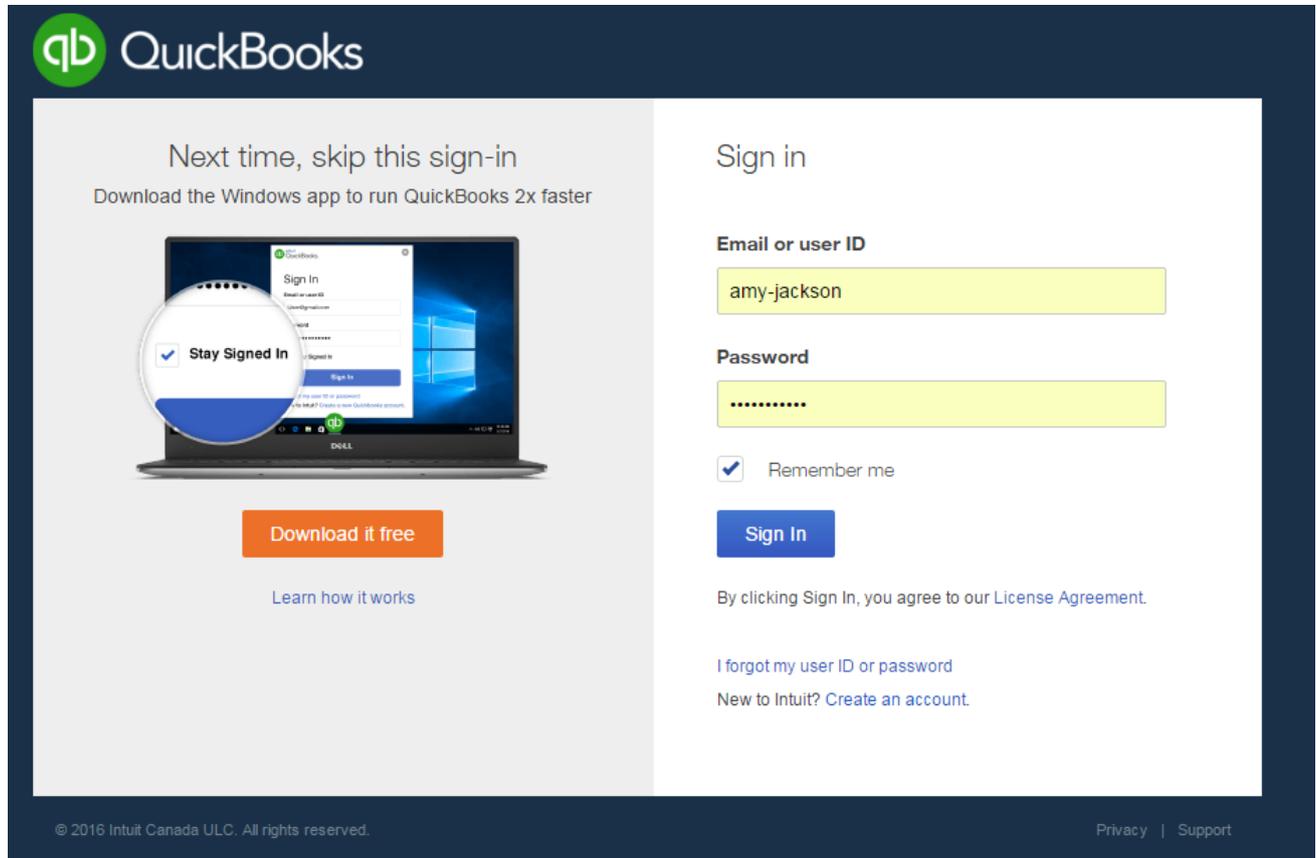
After completing this chapter, you should be able to:

- Login to QuickBooks Online Accountant
- Navigate the client list
- Add Team members
- Login and view client files
- Use the navigation bar
- Connect to a client

SINGLE SIGN ON

To access single sign in to your client files, go to **ca.qbo.intuit.com**. Login to your QuickBooks Online Accountant account. You'll see the Client list that includes all your client files in one window.

1. Enter your **Email** or **User ID**
2. Enter your **Password** → Click **Sign In**.



qb QuickBooks

Next time, skip this sign-in
Download the Windows app to run QuickBooks 2x faster

Download it free

Learn how it works

Sign in

Email or user ID
amy-jackson

Password

Remember me

Sign In

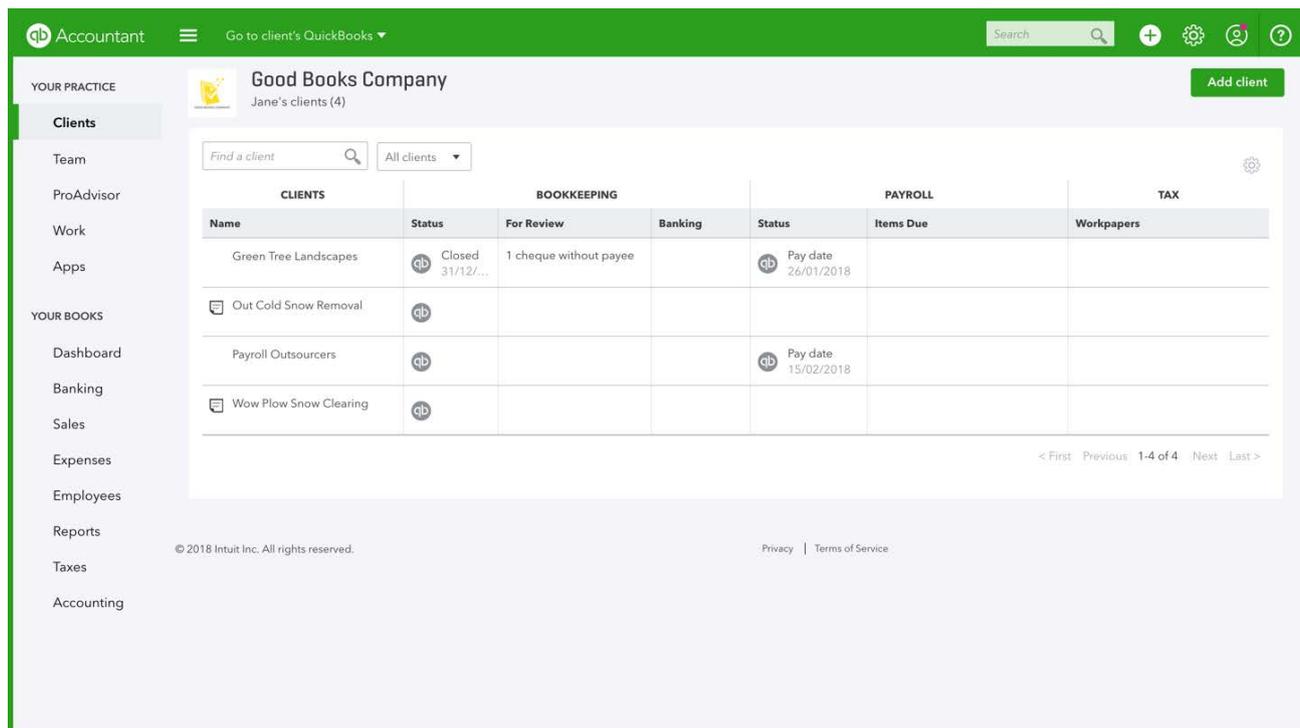
By clicking Sign In, you agree to our [License Agreement](#).

[I forgot my user ID or password](#)

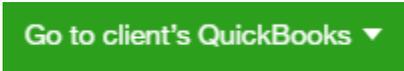
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After signing in, QuickBooks displays the client list. This list includes all the company files that you're working with in QuickBooks Online Accountant.



NAVIGATING QUICKBOOKS ONLINE ACCOUNTANT

1. Click  to go back to the Client Dashboard from wherever you are in QuickBooks. This acts as a Home button for QuickBooks Online Accountant.
2. Click  to toggle to another client's file.
3. Click the  to add a new **Client** or add a new **User**.



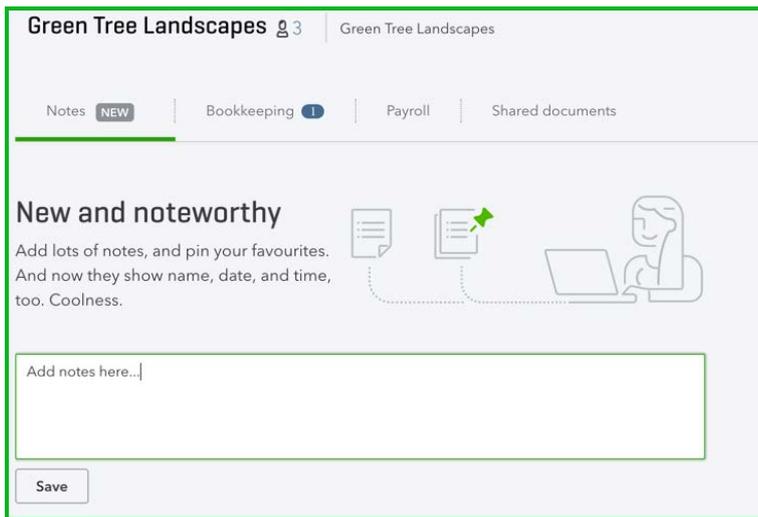


4. Click the Gear icon  to view the menu. This menu includes:
 - Menu options to work within your own **"Your Books"** QuickBooks file
 - **Your Account** and **Your Team**
 - Link to the **Sample Company**
 - Link to **Resolve Duplicate Clients**

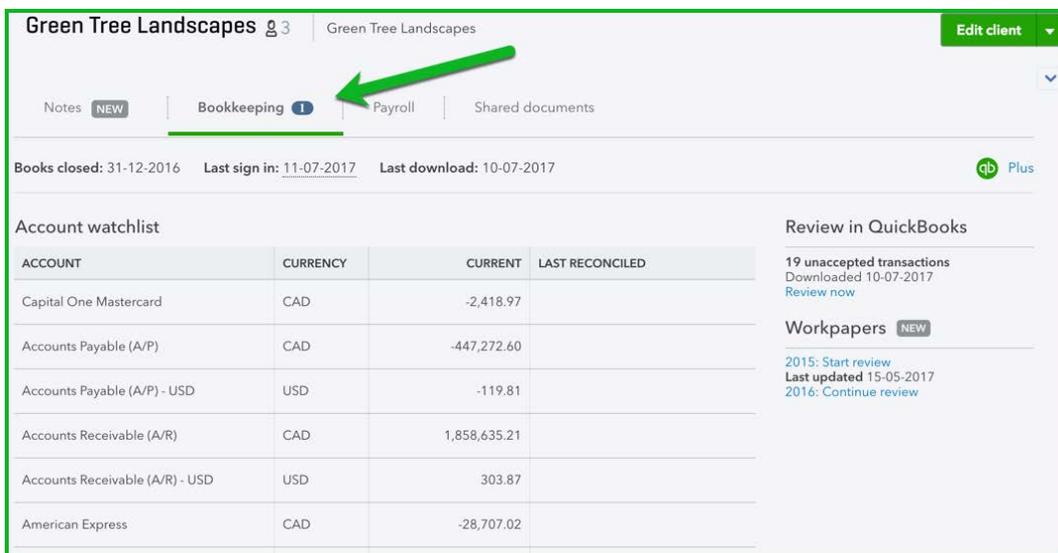
CLIENTS

Click the client name to display more detailed information:

- **Notes – add notes for client files in the Notes section**



- **Bookkeeping –** click this link to review the client's file status such as the **Closing Date**, **Last Signed In**, and **Last Download** and review key accounts in your client file. Click the items under the **Review in QuickBooks** section to review problem areas in QuickBooks.



- **Payroll** – click this link to review the Next pay date, Last pay date and View All pay cheques or Run Payroll
 - Click the drop-down menu to choose Recent tax payments or Recent Form Filings

Green Tree Landscapes 3 Green Tree Landscapes Edit client

Notes **NEW** | Bookkeeping **1** | **Payroll** | Shared documents

Next pay date: 15-07-2017 Last pay date: 31-01-2017 [All pay cheques](#) | [Run payroll](#) qb Payroll

Recent tax payments ▾

TAX PAYMENT	PAID	AMOUNT	PERIOD
Federal Taxes	15-02-2017	\$1,198.36	Jan 1 to Jan 31

[View all tax payments](#)

Review in QuickBooks
No items for review

- **Shared Documents** – You can upload documents for clients. Clients can also upload documents for you as needed. Both you and your client can download these documents. Click upload to upload documents to the QBOA **Shared documents** tab.

Green Tree Landscapes 3 Green Tree Landscapes Edit client

Notes **NEW** | Bookkeeping **1** | Payroll | **Shared documents**

These are shared documents
Both you and your client can view, add, and delete these documents.

Upload

<input type="checkbox"/>	DOCUMENT	REQUEST	DATE UPLOADED	ACTION
<input type="checkbox"/>	Larry Landscaping Bank QBO	--	Tuesday	Download ▾

< First Previous 1-1 of 1 Next Last >

- Click the  icon to open the company file.

Great White North Snow Removal 6475551234	 Closed 28-02-2017			
Green Tree Landscapes	 Closed 31-12-2016	19 unaccepted transactions	Last download 10-07-2017	 Pay date 15-07-2017

BOOKKEEPING

For Review – in this column QuickBooks Online highlights potential problem areas in your client file. Key information that'll appear in this column is the following:

- Unaccepted transactions
- Change to closed books
- Failed download
- Cheque without payee
- Change to reconciled

Real World Accounting		
Amy's clients (44)		
<input type="text" value="Find a client"/> <input type="button" value="🔍"/> <input type="button" value="All clients (44)"/>		
CLIENTS	BOOKKEEPING	
Name	Status	For Review
Big Time Fitness	Closed 31-12-2015	
Bobby's Burger Joint		
Burlington Consulting Company	Closed 31-12-2016	
Burlington Cultural Association		
Burnaby Fitness	Closed 31-12-2015	1 change to reconciled
Calgary Fitness	Closed 31-05-2016	
Canada Fitness	Closed 31-12-2016	3 changes to closed books

- **Banking** - Review the status of the recent online banking downloads

Canada Fitness	 Closed 31-12-2015	1 change to closed books 1 change to reconciled	Last download 30-11-2015
----------------	--	--	-----------------------------

- **Payroll** - Review the status of your client's payroll status and Items due.

	Pay date 17-06-2016	2016: Start review
---	------------------------	--------------------

- **Tax** – Start Review of your client file in QuickBooks Online Accountant Working Papers (Learn more about this in QuickBooks Online Accountant Advanced Certification)

	Pay date 17-06-2016	2016: Start review
---	------------------------	--------------------

TEAM

In QuickBooks Online accountant you'll add members of your firm in the Team section. This lets you setup users within your firm and give them rights to your firm books as well as access to work in client files. To add a Team member:

1. Click **Team** → **Add User**
2. Enter the **Name** and **Email** → Click **Next**

The screenshot shows the 'Add user' form in QuickBooks Online. The form is titled 'Add user' and has a close button (X) in the top right corner. It is divided into three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. Step 1 is currently active. The form contains the following fields:

- *First name: Thomas
- Middle name: (empty)
- *Last name: Pehrsson
- *Email: thomas_pehrsson@realworldaccounting.com
- Title: Bookkeeper

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Next' on the right.

3. Choose the access for the user to the Firm Books
4. Click **Next**

The screenshot shows the 'Add user' form in QuickBooks Online, Step 2: FIRM ADMINISTRATION AND BOOKS. The form is titled 'Add user' and has a close button (X) in the top right corner. It is divided into three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. Step 2 is currently active. The form contains the following elements:

- Access: Basic (dropdown menu)
- YOUR FIRM ADMINISTRATION table:

YOUR FIRM ADMINISTRATION	ACCESS
Firm information	View only
Firm users	None
Subscriptions and billing	None

- YOUR FIRM BOOKS table:

YOUR FIRM BOOKS	ACCESS
Customers and accounts receivable	No
Suppliers and accounts payable	No

On the right side of the form, there is a panel titled 'Access to firm administration and books' with three options:

- Full**
 - Full access to administrative functions for your firm
 - Full access to your firm's books
 - Administrator access to client QuickBooks
- Basic**
 - Limited access to administrative functions for your firm
 - No access to your firm's books
 - Administrator access to client QuickBooks
- Custom**
 - Custom access to administrative functions for your firm
 - Custom access to your firm's books
 - Administrator access to client QuickBooks

At the bottom of the form, there are two buttons: 'Back' on the left and 'Next' on the right.

5. Specify which clients the new user will have access to → Click **Save**.

The screenshot shows the 'Add user' dialog box with three steps: 1. USER PROFILE, 2. FIRM ADMINISTRATION AND BOOKS, and 3. CLIENT ACCESS. The 'CLIENT ACCESS' step is active. A table titled 'Specify client access' lists clients with checkboxes for access. A callout box titled 'Client access' explains that granting access gives full admin permissions to the client's QuickBooks Online file. At the bottom, there are 'Back' and 'Save' buttons.

CLIENT	<input checked="" type="checkbox"/>
Big Time Fitness	<input checked="" type="checkbox"/>
Bobby's Burger Joint	<input checked="" type="checkbox"/>
Burlington Consulting Company	<input checked="" type="checkbox"/>
Burlington Cultural Association	<input checked="" type="checkbox"/>
Burnaby Fitness	<input checked="" type="checkbox"/>
Calgary Fitness	<input checked="" type="checkbox"/>
Canada Fitness	<input checked="" type="checkbox"/>

Client access

Granting user access to a client gives them full (admin) permissions to that client's QuickBooks Online file.

Back Save

CONNECTING TO YOUR CLIENT

There are two ways to get connected to your client's in QuickBooks:

1. They can invite you to be an accountant user.
2. You can setup a client from scratch and they'll be added to your client list automatically.

To connect with your client, have them client invite you using the following steps:

1. Click the **Gear** icon to open the menu.
2. Click **Manage Users** → Click **Invite Accountant**.

Manage Users

Contact Name	Email Address	Access Rights	Billable User?	Status
Gisele Doucet	giseledoucet01@hotmail.com	Custom Access	Pending	Invited Resend
Matthew Peterson	matthew_peterson+1011@realworldtraining.com	Master Admin	Yes	Active

[New](#) [Edit](#) [Delete](#) [Activity](#)

Accounting Firms

You can invite up to two accounting or bookkeeping firms to provide them, and any employees they may have authorized, access to your company data.

Contact Name	Email Address	Status
Matthew Peterson	gisele_doucet+30@realworldtraining.com	Active
Tanis Young	tanis@youngsun.ca	Active

3. Your client now enters the name of the accounting professional.
4. Enter the **Email address** → Click **Next**.
5. Click **Finish**.

NOTE: Every company file in QuickBooks Online can have **2 Accounting Firms** as users in their company file. The accountant user is considered a free user.

CHAPTER 2 – GETTING STARTED IN QUICKBOOKS ONLINE

QuickBooks Online (QBO) is designed to be intuitive, fast, and simple to use. The ‘click and go’ navigation makes it easy for you to find what you need quickly so you spend less time doing the books and more time working on your business. The user interface is simple and contains fewer menus, which results in fewer clicks to find the transactions and other information you are looking for.

OBJECTIVES

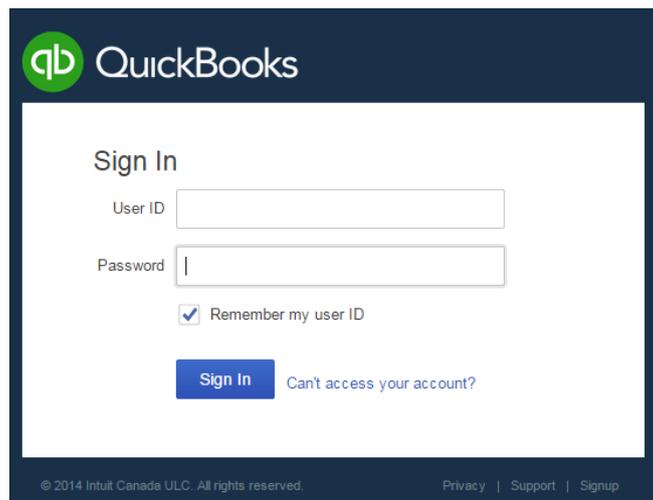
After completing this chapter, you should be able to:

- Use the Create menu
- Use the Navigation bar
- Use the Company menu



NOTE: QuickBooks Online works best in **Google’s Chrome** browser, but it also works with Firefox (**IE and Safari are not recommended and are not fully supported**). It’s useful to bookmark your login page.

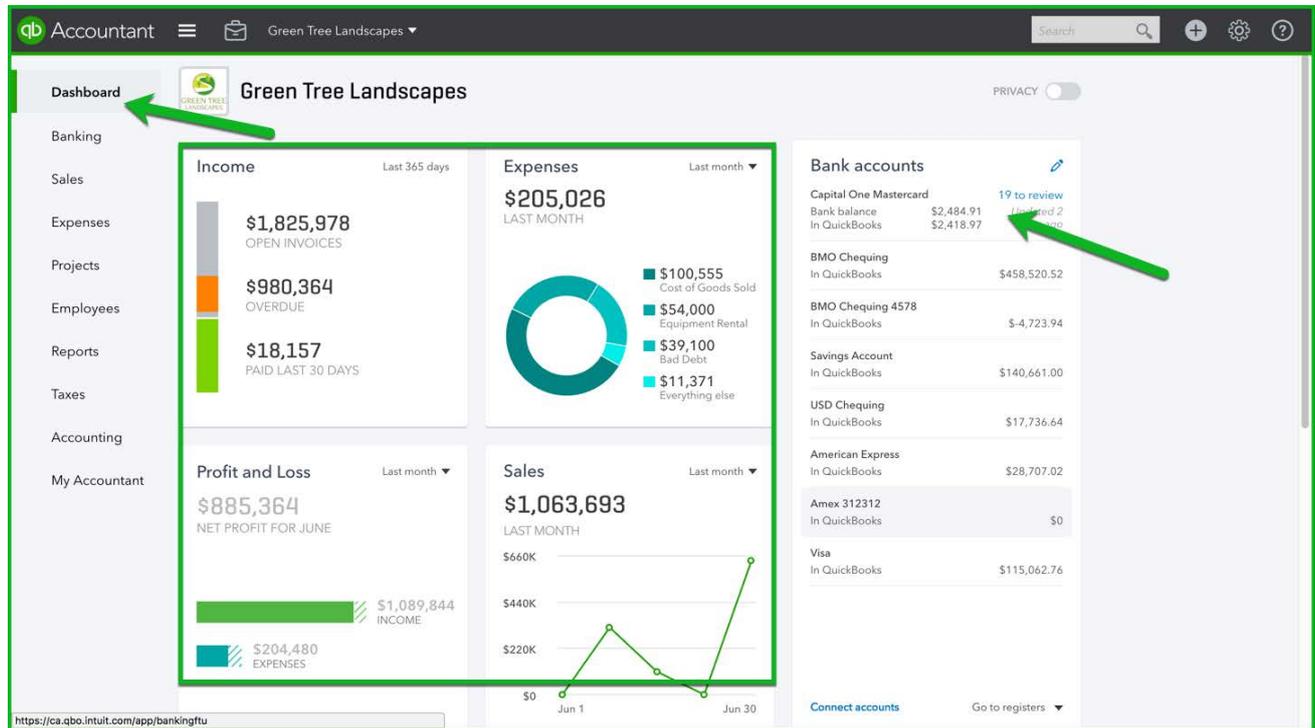
1. Your clients will sign into QuickBooks Online at **ca.qbo.intuit.com**. They’ll see the same window you see when logging in, but they will not view QBO through the QBOA version.



The screenshot shows the QuickBooks Online sign-in interface. At the top left is the QuickBooks logo (qb) and the text 'QuickBooks'. Below this is the heading 'Sign In'. There are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a checked checkbox labeled 'Remember my user ID'. At the bottom of the form is a blue 'Sign In' button and a link that says 'Can't access your account?'. At the very bottom of the page, there is a footer with the text '© 2014 Intuit Canada ULC. All rights reserved.' and links for 'Privacy | Support | Signup'.

DASHBOARD

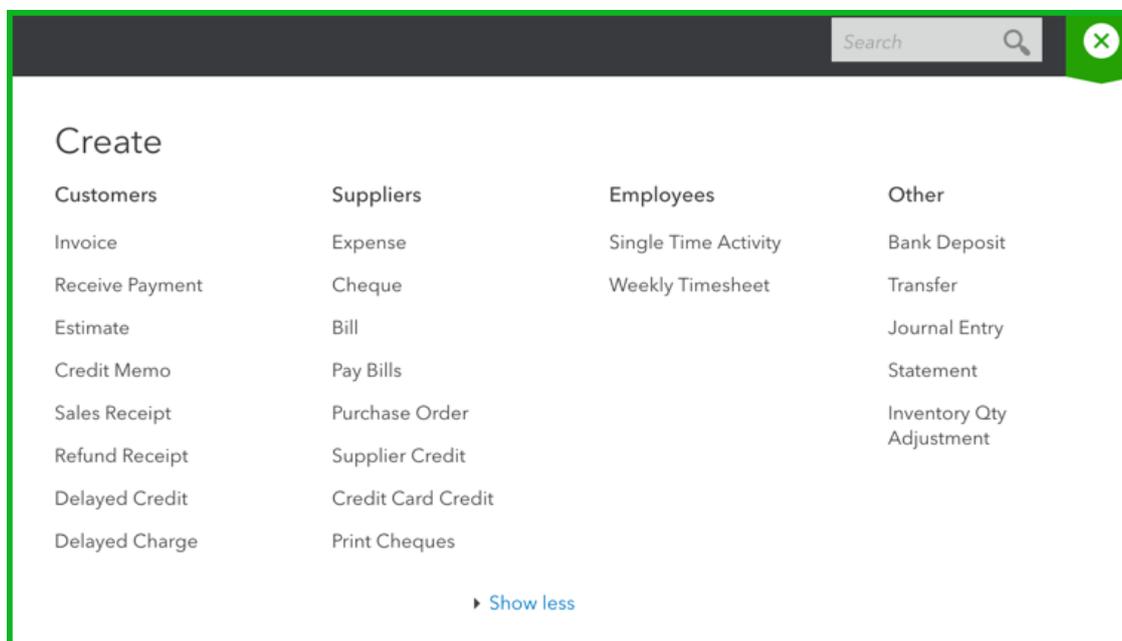
The **Dashboard** is the first window you view when you open QuickBooks Online. It includes a basic Profit & Loss for your client's business. It also includes recent activity and banking information.



CREATE MENU

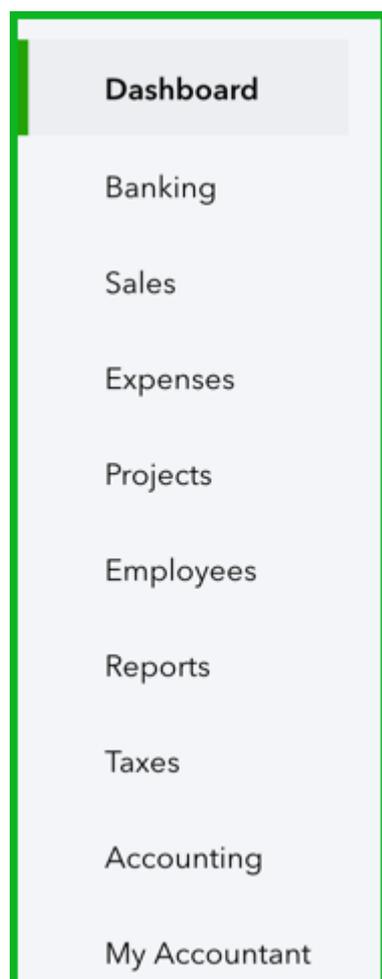
Most of your client's day-to-day work will be recorded using the create menu at the top of the QuickBooks window.

1. Click the **+** at the top of the QuickBooks window to view the menu.
2. Click any link to open the transaction.



NAVIGATION BAR

The left-hand navigation bar lets you find the information you enter using the Create menu.

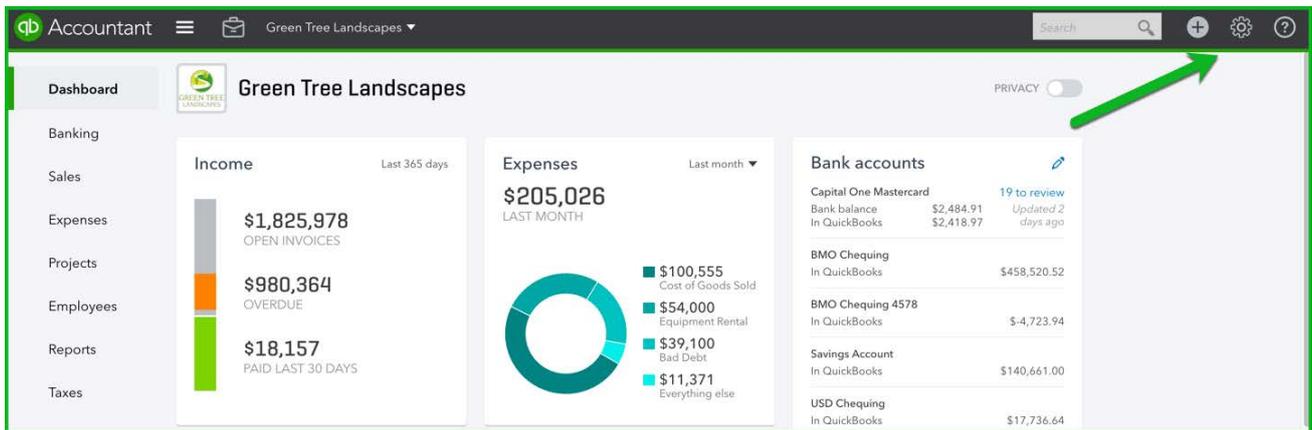


The navigation bar lets you find information based on the name or by the transaction type.

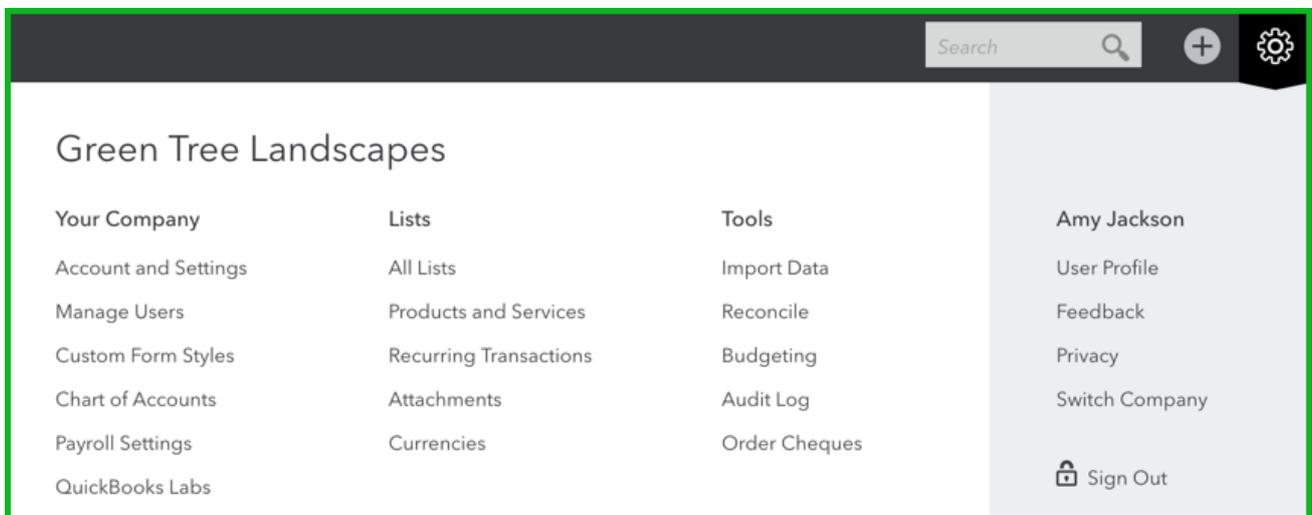
1. Click **Sales** to view your **Customers, Products and Services** and a sales listing.
2. Click **Expenses** view the **Suppliers** list and expense transactions.
3. Click Banking to view the **Online Banking** and **Bank Rules**.
4. **Reports** – lets you find information about the client file in report format.
5. **Taxes** – you'll access this area to setup and file sales taxes and to view Payroll tax information
6. Click **Accounting** to view the **Chart of Accounts** and the **Reconcile** window.
7. **My Accountant** - includes a link for the client to invite you to be their accountant.

GEAR ICON

The **Gear** menu or what is sometimes called the **Company** menu is in the top right corner of your QuickBooks Online window, and is accessed by clicking your **Gear** icon.



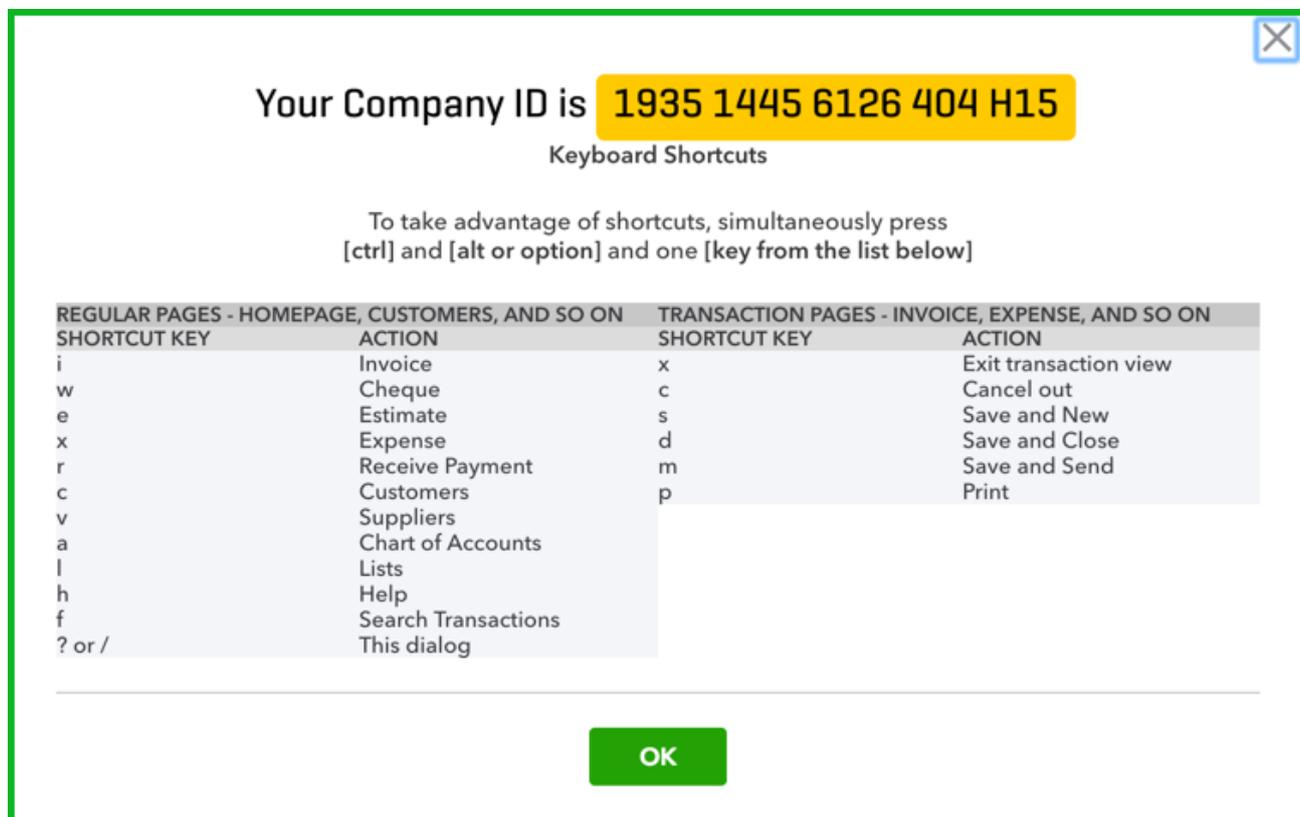
The **Gear** icon is used for important but less frequently used tasks, activities, and transactions.



SHORTCUTS

There is a helpful list of shortcuts in QuickBooks Online. It can be accessed by pressing the following keys at the same time:

CTRL + ALT + ? When you press this shortcut, QuickBooks Online displays the list of shortcuts. This window also displays the client's **Company ID**.



In addition to these shortcuts, you can access date shortcuts on transactions. To use the date shortcuts, place your cursor in any date field in QuickBooks online and use the following shortcut keys:

- **T** – enters today's date
- **W** – enter the first day in the week
- **K** – enters the last day in the week
- **Y** – enters the first day in the year
- **R** – enters the last day in the year
- **M** – enters the first day in the month
- **H** – enters the last day in the month

HOW QUICKBOOKS IS BUILT

QuickBooks uses a few basic elements to make it easy for you and your client to enter information and do the required accounting tasks. QuickBooks uses lists and transactions to make the accounting entries.

Lists

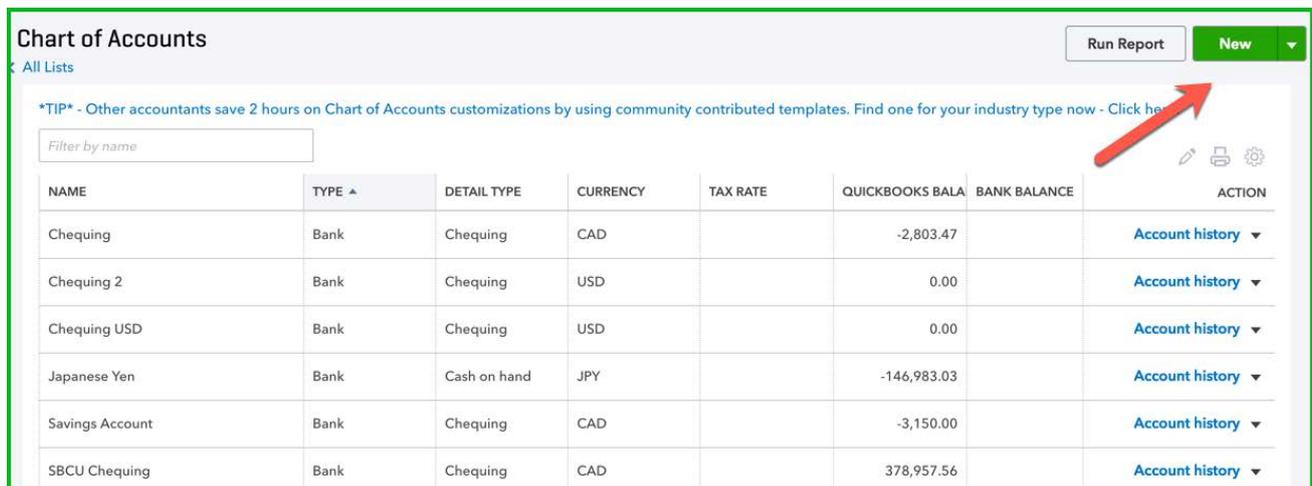
QuickBooks lists include customers, suppliers, employees, products & services, and the chart of accounts, etc. You add entries to a list so they can be used whenever needed. This means that you don't have to enter names or accounts each time they're used. The purpose of lists in QuickBooks are:

- Make it easy for your client to fill out transaction forms.
- Save time on data entry.

Chart of Accounts

The chart of accounts is in the Transactions menu on the navigation bar and it also located in the Gear icon. To add a new account:

1. Click the **Gear** icon → **Chart of Accounts**
2. Click **New**



NAME	TYPE	DETAIL TYPE	CURRENCY	TAX RATE	QUICKBOOKS BALA	BANK BALANCE	ACTION
Chequing	Bank	Chequing	CAD		-2,803.47		Account history
Chequing 2	Bank	Chequing	USD		0.00		Account history
Chequing USD	Bank	Chequing	USD		0.00		Account history
Japanese Yen	Bank	Cash on hand	JPY		-146,983.03		Account history
Savings Account	Bank	Chequing	CAD		-3,150.00		Account history
SBCU Chequing	Bank	Chequing	CAD		378,957.56		Account history

3. Choose the **Category Type** → and **Detail Type**. **Note:** these are required fields.
4. Enter the **Name**.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.

You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).

If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising/Promotional

Number

Description

Is sub-account

Enter parent account

Default Tax Code
Enter Text

Cancel Save and Close

Note: The **Detail Type** is a required field, although it has no effect on anything in QuickBooks. This is a placeholder for future development of the product. Selecting the **Detail Type** gives the account a name which can be edited in the **Name** field.

Expense Accounts

You'll add expense accounts like any other account, but you'll have an additional option to add a tax code. Adding a tax code ensures that your client adds tax to their expense transactions.

The screenshot shows the 'Account' form in QuickBooks. The 'Category Type' is set to 'Expenses'. The 'Detail Type' is 'Advertising/Promotional'. The 'Name' is 'Advertising/Promotional'. The 'Default Tax Code' is 'HST ON', which is highlighted with a red box. The 'Is sub-account' checkbox is unchecked. The 'Enter parent account' dropdown is empty. The 'Save and Close' button is visible at the bottom right.

Subaccounts

Add subaccounts to track more detail about your client's expenses. Subaccounts will display indented below their parent account on the chart of accounts. You can view the details on reports or you can collapse information into the parent account.

To add a sub-account, create the account and select the **Is sub-account** option → Choose the parent account in the menu below.

The screenshot shows the 'Account' form in QuickBooks. The 'Category Type' is set to 'Expenses'. The 'Detail Type' is 'Advertising/Promotional'. The 'Name' is 'Online Advertising'. The 'Is sub-account' checkbox is checked, and the 'Advertising' dropdown menu is open, showing 'Advertising' as the selected parent account. This area is highlighted with a red box. The 'Default Tax Code' is 'HST ON'. The 'Save and Close' button is visible at the bottom right.

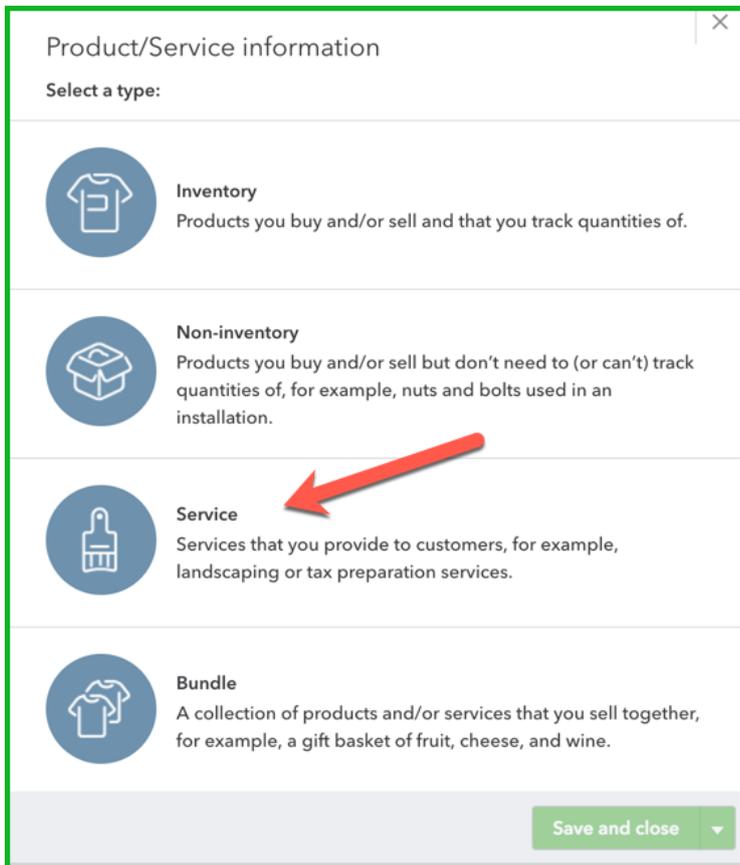
Products & Services List

To easily track the services and products that your clients sell, you'll add them to the client's Products and Services list. There are 3 purposes of the products and services list:

1. Make it easy for your client to fill out transaction forms
2. Act as "pointers" to do correct accounting entries. Debit and Credits are done using the accounts linked to the product or service and the type of form.
3. Keep track of inventory on hand.

To create a new service:

1. Click **Gear** Icon → Click **Products and Services**.
2. Click Add **New** → Choose the **Type** of item to setup.



Product/Service information

Select a type:

- Inventory**
Products you buy and/or sell and that you track quantities of.
- Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
- Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
- Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Save and close

3. Complete the information including the **Name** of the service. This will be what displays on the customer's sales form.
4. Enter the **Sales information** and **Sales price/rate** if necessary. These are optional fields, as they can be added to each sales form as needed.
5. Choose the **Income Account** (account to be credited each time a sale is made).
6. Add the Tax Code (This ensures that your clients are adding sales tax to sales) → Click **Save and Close**.

Product/Service information

Service [Change type](#)

Name*
Waste removal

SKU

Category
Choose a category

Sales information
 I sell this product/service to my customers.
Waste & Debris removal from job site

Sales price/rate

Income account
Sales

Inclusive of tax

Tax
HST ON

Purchasing information
SHOW MORE

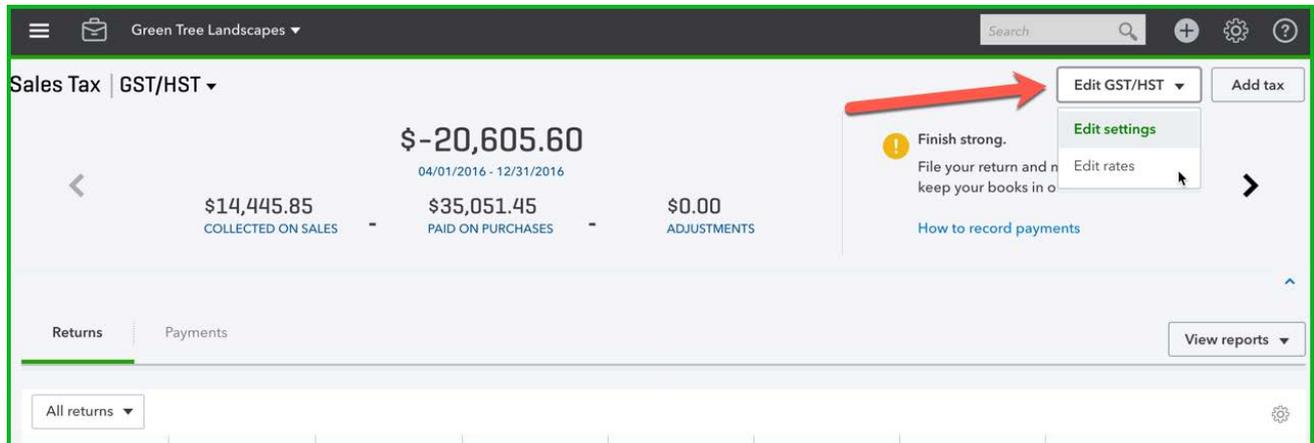
Save and close

Sales Tax Rate List

To view the sales tax rates in QuickBooks; click Sales Tax on the Navigation bar. In this window, you see all the taxes you've setup for your client.

When you setup taxes for the first time, QuickBooks enables the sales tax for the province where the business is located. You can add sales tax for different provinces if necessary. Click **Edit GST/HST** to find more details.

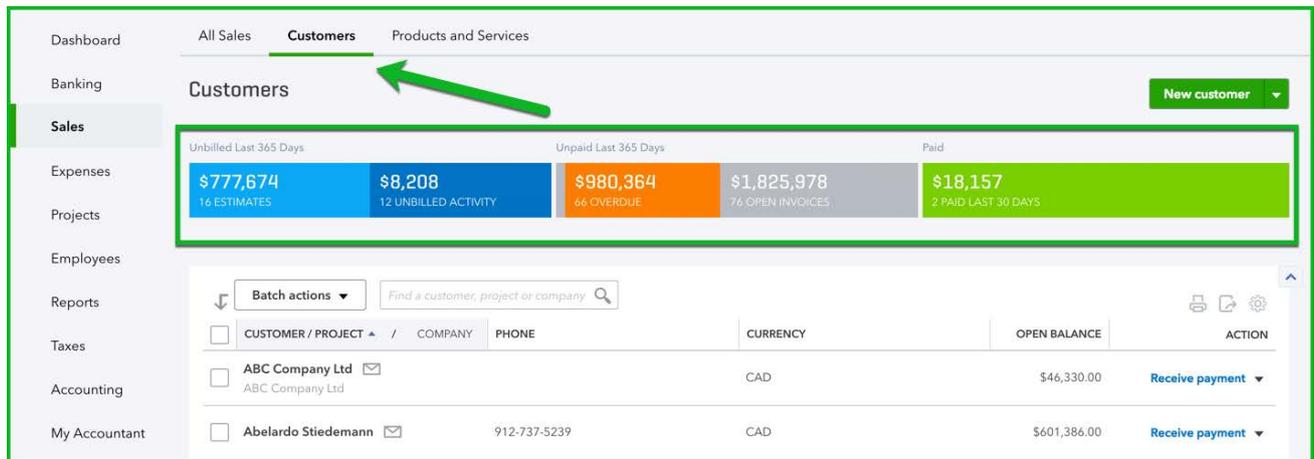
When you turn on sales tax, you can add sales taxes to account setup and to transaction forms.



Customer List

Click the **Sales** link on the navigation bar and then Customers.

Click anywhere on the “Money Bar” to filter the customer list by **Estimates**, **Unbilled activity**, **Overdue** invoices, etc.



To Add a new customer.

1. Click the **New customer** button.
2. Complete the information on the new customer window.
 - a. The **Display name as...** lets you choose what naming convention to use on the customer list.
 - b. Create **Sub-customers** (jobs or projects) by selecting **Is sub-customer**
 - c. Add payment and billing details on the **Payment and billing** tab.
3. Click **Save**.

Customer Information

Title First name Middle name Last name Suffix Email
 [] | [] [] [] [] []
 Separate multiple emails with commas

Company Phone Mobile Fax
 [] [] []

*Display name as Other Website
 [] []

Print on cheque as Use display name
 []

Is sub-customer
 Enter parent customer [] Bill with parent []

Address Notes Tax info Payment and billing Attachments

Billing address map Shipping address map Same as billing address

Street Street
 City/Town Province City/Town Province
 Postal code Country Postal code Country

Cancel Privacy Save

Add a customer tax code to attach a default tax code to a customer. Click **Payment and Billing** to attach.

Customer information

Title First name Middle name Last name Suffix Email
 [] Amos [] Hickle [] [] cristian.lang@medhurst.net

Company Phone Mobile Fax
 [] 445-630-1261 [] []

*Display name as Other Website
 Amos Hickle [] []

Print on cheque as Use display name
 Amos Hickle []

Is sub-customer
 Enter parent custome [] Bill with parent []

Address Notes Tax info Payment and billing Attachments

Tax Reg. No. Assign default tax code
 [] Default tax code
 HST ON

Cancel Make inactive Privacy Save

Transaction Forms

QuickBooks uses forms to make the accounting entries in QuickBooks simple for your clients. Each form in QuickBooks is going to create a journal entry behind the scenes. Your clients will enter almost all forms in the same way. To display a form:

1. Click **Create** → Click **Invoice**
2. There are simple ways to complete it for your client.
 - a. Who – **Customer**
 - b. When – **Date**
 - c. What – **Products/Service** sold to their customer
 - d. How much – **Quantity, Amount, and Sales tax**
3. Click **Save and Close** to enter any form.

Invoice no.1142

BigTime Construction

Payment Options [Get set up](#)

BALANCE DUE
\$395.50

Billing address: BigTime Construction, 1031 Emerald Corner, Markham ON, L6H 3K3

Terms: Net 30

Invoice date: 02/27/2017

Due date: 03/29/2017

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lav		One time lawn service including lawn cutting, trimming and edging.	1	350	350.00	HST ON

Subtotal: 350.00

HST (ON) @ 13% on 350.00: 45.50

Total: 395.50

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

WORKING WITH TRANSACTIONS

There are a lot of tips and tricks to help you work more effectively with transactions in QuickBooks Online.

More Menu

The more menu in QuickBooks is available on any 'Saved' transaction. The More menu lets you have access to additional information and tools to work with the transaction.

Click '**More**' to see the following options:

Copy – copy any transaction in QuickBooks saving time when creating duplicate entries

Void – void any transaction

Delete – delete the transactions

The screenshot shows the 'Invoice no.1142' page in QuickBooks Online. The page includes a header with the company name 'BigTime Construction', a 'BALANCE DUE' of '\$395.50', and a 'Receive payment' button. Below the header are fields for 'Billing address', 'Terms' (Net 30), 'Invoice date' (02/27/2017), 'Due date' (03/29/2017), 'Invoice no.' (1142), 'Location', and 'Class'. A table of invoice lines is visible, with the first line being 'Lawn Maintenance:Lawn Servi' with a quantity of 1, rate of 350, and amount of 350.00. The 'More' menu is open over the first line, showing options: Copy, Void, Delete, Transaction journal, and Audit history. The menu is highlighted with a red box. At the bottom of the page are buttons for 'Cancel', 'Print or Preview', 'Make recurring', 'Customize', 'More', 'Save', and 'Save and send'.

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging	1	350	350.00	HST ON
2							

Subtotal: 350.00
HST (ON) @ 13% on 350.00: 45.50

Transaction Journal – click this option to view the journal entry behind any saved transaction.

Green Tree Landscapes								
JOURNAL								
All Dates								
DATE	TRANSACTION TYPE	#	ADJ	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
02/27/2017	Invoice	1142	No	BigTime Construct...		Accounts Receivable (A...	\$395.50	
			No		One time lawn service includi...	Sales		\$350.00
			No			GST/HST Payable		\$45.50
							\$395.50	\$395.50
TOTAL							\$395.50	\$395.50

Other Functions

There are several important functions that are used by both accountants and small business users. They include functions that work with the data that you've entered on transaction forms. The critical functions are the following:

Reports – QuickBooks includes dozens of preset reports to help you provide information to your client in report format

Reconciliation – use the reconcile feature to reconcile your client's bank and other accounts

Other helpful functions include activities like Budgeting, Detailed reporting by class or location and more.

CHAPTER 3 – SALES & CUSTOMERS IN QUICKBOOKS

Making sales is critical for your client's business. QuickBooks makes it easy to create customer sales, track them, and receive customer payments. In this chapter, you'll learn about customers and sales transactions.

OBJECTIVES

After completing this chapter, you should be able to:

- Complete the Sales workflow including:
 - Invoices,
 - Receive payments
 - Deposits
- Create sales receipts
- Enter credit memos
- Create Delayed Charges

SALES WORKFLOW OVERVIEW

Depending on how your clients make sales you may choose to do either invoices or sales receipts or a combination of the two different methods of making sales. You would use the following in each of these cases:

Invoice – When your client uses Accounts Receivable.

Sales Receipt – When your client gets paid at the time of the sale and needs to record the customer payment, or they need to print a receipt.

INVOICES IN QUICKBOOKS ONLINE

Creating an invoice in QBO will create an accounts receivable for your clients. There are several ways to create invoices. You can create invoices from the **Sales** page.

1. Click **Sales** and then click **Customers**. The customer list displays.
2. To create an invoice for specific customer, you can do one of the following:
 - a. Click the **Drop-down menu** and then **Create Invoice** next to the customer name. The invoice window displays.
 - b. You can click the **Create** menu at the top of the QuickBooks window to enter an invoice.

The screenshot displays the 'Customers' page in QuickBooks Online. At the top right, there is a 'New customer' button. Below the header, there are four summary boxes for different categories of customer activity: 'Unbilled Last 365 Days' (\$182,015, 7 ESTIMATES), 'Unpaid Last 365 Days' (\$3,435, 7 UNBILLED ACTIVITY), 'Overdue' (\$92,601, 27 OVERDUE), and 'Open Invoices' (\$191,116, 42 OPEN INVOICES). A fifth box shows 'Paid' (\$19,507, 6 PAID LAST 30 DAYS). Below these boxes is a table of customers with columns for 'CUSTOMER', 'COMPANY', 'PHONE', 'CURRENCY', 'OPEN BALANCE', and 'ACTION'. The table lists four customers: ABC Company Ltd, NW Project, SW Project, and ABC Company USD. Each customer entry has a checkbox on the left and an action button on the right (e.g., 'Receive payment' or 'Create invoice').

CUSTOMER	COMPANY	PHONE	CURRENCY	OPEN BALANCE	ACTION
<input type="checkbox"/>	ABC Company Ltd		CAD	\$29,090.10	Receive payment
<input type="checkbox"/>	NW Project		CAD	\$26,691.10	Receive payment
<input type="checkbox"/>	SW Project		CAD	\$2,399.00	Receive payment
<input type="checkbox"/>	ABC Company USD		USD	\$0.00	Create invoice

3. Complete the Invoice form. There are several key elements to completing the form. They are the following:
 - a. Choose the **Customer**.
 - b. If the customer's email address does not appear to the right of the name, you can enter the email address. This address lets you email invoices and will help automate the process for your client.
 - c. The billing address should display for you. You can update the address here if necessary to save it to the customer record.
 - d. Choose the **Terms** if applicable. The terms let you offer discounts and other payment terms to customers.
 - e. Choose the **Invoice date** and **Due date** if applicable.

- f. Choose the tax situation
- i. **Exclusive of sales tax** - The price or cost of items shown in the Amount column does not include sales tax (net price). Only the total amount includes sales tax; line and subtotal amounts do not. The sales tax amount is shown as a separate amount at the bottom of the form and is not included in the subtotal.
 - ii. **Inclusive of sales tax** - The price or cost of items shown in the Amount column includes sales tax (gross price). Sales tax is included in each of the amounts (line, subtotal, and total) of the sales form. The total amount of sales tax is also shown at the bottom of the form.
 - iii. **Out of scope of sales tax** - Items are not subject to sales tax.

Invoice no.1143

Amos Hickle | cristian.lang@medhurst.net | Payment Options [Get set up](#)

Send later | [Cc/Bcc](#) | Credit card | VISA | MASTERCARD

BALANCE DUE
\$452.00

Billing address
Amos Hickle
603 Monahan Ford
Toronto, ON.

Terms: Net 30 | **Invoice date**: 02/28/2017 | **Due date**: 03/30/2017

Invoice no.: 1143

Sales Rep: | **Territory**: | **Custom 3**: | **Location**: | **Class**:

Amounts are: **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	20	20	400.00	HST ON

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and send

- g. Choose the **Product/Service**. QuickBooks will complete the Description if it is included in the product or service setup. If it is not, you can enter a description for the customer. Repeat this step for each product you add to the invoice.
- h. Enter a **Quantity**.
- i. QuickBooks may also enter a Rate from the product or service setup. If it does not, you can enter the sales rate.
- j. QuickBooks completes the Amount for you.
- k. Choose the **Sales Tax rate**.

Invoice no.1143
Settings ? X

Amos Hickle

Send later Cc/Bcc

Payment Options [Get set up](#)

Credit card

BALANCE DUE
\$452.00

Billing address: Amos Hickle, 603 Monahan Ford, Toronto, ON.

Terms: Net 30 | Invoice date: 02/28/2017 | Due date: 03/30/2017

Invoice no.: 1143

Location:

Class:

Amounts are:

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	20	20	400.00	HST ON

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

- I. Attach any documents at the bottom of the invoice window. This lets you add any relevant documents to the customer transaction. You can add documents up to 25 MB. These documents can be sent via email as attachments with a customer invoice.
4. After completing the invoice, click **Save and Close**.
5. Alternatively, you can click **Save and send**.

Send email

Email
Amoshickle@gmail.com

Subject
Invoice 1143 from Green Tree Landscapes

Body
Dear Amos Hickle,
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Green Tree Landscapes

Payment Options
 Credit card   

Cancel Send and close

Invoice Preview:

Green Tree Landscapes
5100 Spectrum Way
Mississauga ON L4W 5S2
matthew.peterson+1011@realworldtraining.com
GST Registration No.: 123453458RT0001

INVOICE

INVOICE TO
Amos Hickle
603 Monahan Ford
Toronto, ON.


GREEN TREE
LANDSCAPES

INVOICE # 1143
DATE 02/28/2017
DUE DATE 03/30/2017
TERMS Net 30

6. Click **Send** to complete the process.

RECEIVE PAYMENTS - CUSTOMER PAYMENTS

After creating an invoice, you can receive a customer payment and apply it against the invoice. To receive a customer payment:

1. Click **Customers**.
2. Click **Receive Payment** on the customer name. The Receive Payment window displays.
3. Enter the **Payment Method**.
4. Enter a **Reference No.** This can be a cheque number or some other form of reference information.
5. Choose the Deposit to account. **NOTE:** This is important to ensure that your clients select the correct account from the account options. There is no default that will force the client to choose **undeposited funds**. This is considered best practice to choose **undeposited funds**. This will serve as a control account.
6. Enter the **Amount Received**. QuickBooks automatically applies the payment(s).
7. You can edit how they are applied in the **Outstanding Transactions** section of the window.

Receive Payment

Amos Hickle AMOUNT RECEIVED \$452.00

Send later

Payment date: 02/28/2017

Payment method: Cheque Reference no.: 6399 Deposit to: Undeposited Funds Amount received: 452.00

Accept payments in QuickBooks

Outstanding Transactions

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1143 (02/28/2017)	03/30/2017	452.00	452.00	452.00

< First Previous 1-1 of 1 Next Last >

8. Click **Save and close**.

BANK DEPOSIT

After you have received customer payments the next step is to deposit the funds. You can create new transactions from the Quick Create menu

To make a deposit:

1. Click the **Create +** menu.
2. Click **Bank Deposit**.
3. Select the Existing Payments to deposit.
4. Click **Save and New**.

Deposit

SBCU Chequing Balance \$378,957.56 Date 02/28/2017

AMOUNT **\$4,108.00**

Currency: CAD Canadian Dollar

Show payments for this location: - All Locations -

Select Existing Payments

<input type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	The Wedding Centre Toronto	11/07/2016	Payment	Enter Text		7383	113.00
<input checked="" type="checkbox"/>	Kelly Buss	11/07/2016	Payment	Enter Text			113.00
<input checked="" type="checkbox"/>	Daily Summary	11/22/2016	Sales Receipt	Enter Text	Visa		2430.00
<input checked="" type="checkbox"/>	ABC Company Ltd	01/05/2017	Payment	Cheque			1000.00

Buttons: Cancel, Clear, Print, Make recurring, Save and new

SALES RECEIPTS

Instead of creating invoices to record sales, your clients may receive funds at the time of the sale. Record these sales using Sales Receipts. The Sales Receipt is meant to record an immediate acceptance of payment while an invoice represents an expected payment in the future.

This transaction lets you create the sale and record payment information on one form. To create sales receipts:

1. Click the **Create +** menu → Click **Sales Receipt**.
2. Choose a **customer** → Choose a **Payment method**.
3. Enter a **Reference. No.** → Choose the **Deposit to** account.
4. Enter the sales using the **Product/Service** lines. Enter the **descriptions, QTY, Rate** and **Sales Tax**.
5. Click **Save & Close**.

Sales Receipt no.1144

Abelardo Stiedemann aurelie.klocko@macgyver.org

AMOUNT
\$1,695.00

Send later

Billing address: Abelardo Stiedemann

Sales Receipt date: 02/28/2017

Sales Receipt no.: 1144

Sales Rep: Territory: Custom 3

Location: Class:

Payment method: Credit Card Reference no.: Deposit to: Undeposited Funds

Enter credit card details

Accept payments in QuickBooks

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Rock & Aggregates:Ba			3	500	1,500.00	HST ON
2							

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

DELAYED CHARGES OVERVIEW

Record delayed charges to record charges over a period to be invoiced later (This feature is only available in QuickBooks Online Plus). Delayed charges let your clients accumulate charges to clients and add them at a later time to a customer invoice. These are non-posting transactions until you convert the charges into an invoice. This feature is only available in the *QuickBooks Online Plus* version.

Delayed Charges

To create delayed charges:

1. Click the **Create +** menu.
2. Click **Delayed Charges**.
3. Enter the charges as you would on a regular invoice.
4. Click **Save and close**.

Delayed Charge no.7

Alba Fay

AMOUNT
\$45.50

Delayed Charge Date
02/28/2017

Delayed Charge no.
7

Location

Class

Amounts are Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance-Mo			1	45.50	45.50	HST ON
2							

Add lines Clear all lines

Memo

Total 45.50

Cancel Clear Make recurring Save and new

To Invoice for Delayed Charges:

1. Click the **+** Create menu.
2. Click **Invoice**.
3. Enter the **Customer** that has delayed charges on their account. After choosing the customer, QBO displays a "drawer" that slides in from the right-hand side of the invoice.
4. Choose the charges to add to the customer invoice. Click Add to add charges to the invoice.

Invoice no.1144

Alba Fay | jeramy@thiel.com

BALANCE DUE **\$0.00**

Payment Options [Get set up](#)

Credit card

Send later [Cc/Bcc](#)

Billing address: Alba Fay, 78453 Wolf Glen, 35825-5058 Cierrafurt, FL, Ukraine

Terms: Net 30 | Invoice date: 02/21/2017 | Due date: 03/23/2017

Invoice no.: 1144

Location: [Dropdown]

Class: [Dropdown]

Amounts are: **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	UNIT	RATE	AMOUNT (CAD)	SALES TAX
1							
2							

Subtotal: 0.00
Total: 0.00
Balance due: 0.00

Message displayed on invoice: [Text Area]

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

Add to Invoice drawer:

- Charge #8
Feb 15
\$45.50 | Taxable
No description
[Add](#) [Open](#)
- Charge #9
Feb 21
\$45.50 | Taxable
No description
[Add](#) [Open](#)
- Charge #7

CREDIT MEMOS & REFUND RECEIPTS

There are several additional important transactions that your clients may enter in QuickBooks. In this section, you will learn about the following transactions:

- **Credit Memos** – enter a credit memo to record a credit to a customer. The Credit memo is usually used to issue credits when customers have accounts receivable or outstanding invoices.
- **Refund Receipts** – Record to refund given to a customer. The Refund Receipt is used when a customer has purchased a product or service from the business using a Sales Receipt.

Credit Memos

Your client will record a credit memo to offer credits for a variety of reasons. The credit memo creates a “negative invoice” for the client. They can apply it against the oldest outstanding invoice (QuickBooks setting) for the customer or apply it against an invoice of their choice. To create a credit memo and apply it automatically for the client, do the following:

1. Click **Create → Credit Memo**.
2. Complete the Credit Memo (complete this form like the invoice form).
3. Click **Save and Close**.

Credit Memo no.1144

Anderson & Associates

Send later

AMOUNT TO REFUND
\$282.50

Billing address: Anderson & Associates, Anderson & Associates, 1331 Dewey Crest, Markham ON, L6H 3K4

Credit Memo Date: 02/21/2017

Credit Memo no.: 1144

Sales Rep: Territory: Custom 3:

Location:

Class:

Amounts are:

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Monthly M			1	250	250.00	HST ON
2							
3							

Add lines

Subtotal: 250.00

HST (ON) @ 13% on 250.00: 32.50

Message displayed on credit memo:

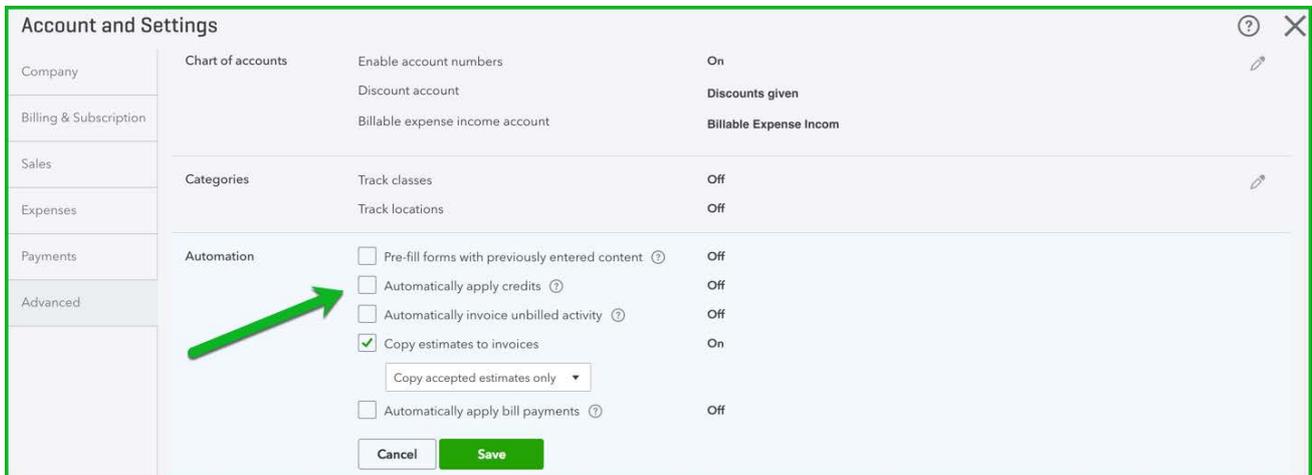
Cancel Clear Print or Preview Make recurring **Save and send**

NOTE: By default, QuickBooks automatically applies the payment against the oldest outstanding invoice. You can edit this setting. See next page.

Credit Memos Settings

QuickBooks Online automatically defaults a setting related to QuickBooks credit memos. This setting automatically applies credits against the oldest customer invoice. If you don't want to have QuickBooks automatically apply credits you would do the following:

1. Click the Gear icon
2. Company Settings
3. Click Advanced
4. Click Automation to edit.
5. Deselect **Automatically Apply Credits**



This changes the way that you apply credits. To apply an outstanding credit, do the following:

1. Create the credit memo
2. Click **Create** → **Receive Payments**

Payment date: 02/28/2017

Payment method: Enter Text | Reference no.: | Deposit to: Choose an account | Amount received: 0.00

Accept payments in QuickBooks

Outstanding Transactions

Find Invoice No. | Filter | All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1118 (01/26/2017)	02/25/2017	327.45	327.45	282.50

< First Previous 1-1 of 1 Next Last >

Credits

Find Credit Memo No. | Filter | All

<input type="checkbox"/>	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Credit Memo # 1144 (02/21/2017)	282.50	282.50	282.50

Buttons: Cancel | Print | More | Save and close

3. Select the invoice that you are receiving a payment against.
4. QuickBooks Displays the outstanding **Credits**. Select the credit(s) that you want to apply against the invoice.
5. Click **Save** to complete the step of applying the credit against the invoice.

NOTE: If you applied a partial amount, QuickBooks keeps the remaining amounts open on the credit memo, to be applied later.

Refund Receipts

After creating a sale receipts your clients may need to issue a refund for products and services. To issue a refund to a customer, you'll create a Refund Receipt.

1. Click **Create** > click **Refund Receipt**
2. Complete the form including what account you are issuing the refund from.
3. Click **Save & Close**.

Refund Receipt no.1145
AMOUNT
\$25.73

Billie Tillman ▼ angel.brekke@schultzkeeling.name

Refund Receipt no.
1145

Refund Receipt date
02/28/2017

Billing address
Billie Tillman

Sales Rep

Territory

Custom 3

Location

Class

Payment method
Direct Debit ▼

Refund From
SBCU Chequing ▼

Balance
\$383,065.56

Cheque no.

Print later

Refund payments in QuickBooks

Amounts are ▼ Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Blade Sharpening		Sharpen lawn mower blades	1	24.50	24.50	GST
2							

Subtotal 24.50

Cancel
Clear
Print or Preview
Make recurring
Save and new ▼

SALES REPORTS

QuickBooks includes many default reports for tracking sales and accounts receivable.

A/R Aging

To create an A/R aging report:

1. Click **Reports** → All Reports
2. **Manage Accounts Receivable** → **A/R Aging Summary**

[← Back to report list](#)
 Report period

Customize Save customization

Today

as of

02/28/2017

Show non-zero or active only

Aging method

Days per aging period

Number of periods

Run report

Active rows/active columns: ▾

Current Report date

30

4

Collapse Sort ▾ Add notes Edit header
✉ 🖨️ ↻ ⚙️

Green Tree Landscapes

A/R AGING SUMMARY
As of February 28, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
▾ ABC Company Ltd						\$0.00
NW Project	4,486.10	22,205.00				\$26,691.10
SW Project	2,399.00					\$2,399.00
Total ABC Company Ltd	6,885.10	22,205.00				\$29,090.10
Alba Fay	15,029.00					\$15,029.00
Alfonso Kirilin		-1,130.00	288.04			\$ -841.96
Anderson & Associates		44.95				\$44.95
Angus Funk		5,650.00	1,195.95			\$6,845.95
Annetta Bayer		96.05	189.84			\$285.89
▾ BigTime Construction	395.50					\$395.50
5469			20,707.25			\$20,707.25
7874	24,492.76					\$24,492.76

Customer Balance Detail

1. Click **Reports** → Click **All Reports**
2. Click **Manage Accounts Receivable** → Click **Customer Balance Detail**

Green Tree Landscapes							
CUSTOMER BALANCE DETAIL							
All Dates							
DATE	TRANSACTION TYPE	#	LOCATION	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
▼ ABC Company Ltd							
▼ NW Project							
01/12/2017	Invoice	1101		02/11/20...	2,345.00	2,345.00	2,345.00
01/12/2017	Invoice	1100		02/11/20...	6,000.00	6,000.00	8,345.00
01/12/2017	Invoice	1099		02/11/20...	13,860.00	13,860.00	22,205.00
02/09/2017	Invoice	1138		03/11/20...	4,486.10	4,486.10	26,691.10
Total for NW Project					\$26,691.10	\$26,691.10	
▼ SW Project							
02/07/2017	Invoice	1134		03/09/20...	299.00	299.00	299.00
02/07/2017	Invoice	1133		03/09/20...	2,100.00	2,100.00	2,399.00
Total for SW Project					\$2,399.00	\$2,399.00	
Total for ABC Company Ltd					\$29,090.10	\$29,090.10	
▼ Alba Fay							
02/09/2017	Invoice	1139		03/11/20...	14,859.50	14,859.50	14,859.50
02/17/2017	Invoice	1141		03/19/20...	169.50	169.50	15,029.00
Total for Alba Fay					\$15,029.00	\$15,029.00	

CUSTOMER STATEMENTS

Your clients can create statements for their customers.

To create a statement:

1. Go to the **Create** menu.
2. Click **Statement**.

Statements
? ×

Statement Type

Balance Forward ▾

TOTAL BALANCE FOR 16 CUSTOMERS

\$89,746.77

Statement Date

02/28/2017

Customer Balance Status: Open ▾

Start Date: 01/28/2017

End Date: 02/28/2017

▼ Recipients List

Missing email address (10)
Statements available (16)

	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	Dennis Bergen		\$2,062.50
<input checked="" type="checkbox"/>	Alba Fay	jeramy@thiel.com	\$15,029.00
<input checked="" type="checkbox"/>	Anderson & Associates		\$44.95
<input checked="" type="checkbox"/>	Angus Funk	abdullah_moem@sengerhamill.biz	\$6,845.95
<input checked="" type="checkbox"/>	Annetta Bayer	tomasa.ward@hicklenitzsche.us	\$285.89
<input checked="" type="checkbox"/>	BigTime Construction		\$64,318.48
<input checked="" type="checkbox"/>	Brad Smith		\$165.26

Cancel
Print or Preview
Save
Save and send ▾

1. Choose the **Statement Type** → Enter the **Statement Date**.
2. Enter the dates as needed → **Print of Preview** to view the statements.

Print Statement
×

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

Green Tree Landscapes
5100 Spectrum Way
Mississauga ON L4W 5S2
matthew_peterson+1011@realworldtraining.com



**GREEN TREE
LANDSCAPES**

Statement

TO
Annetta Bayer

STATEMENT NO. 1005
DATE 02/28/2017
TOTAL DUE CAD 285.89
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
01/27/2017	Balance Forward		285.89

Close
Print

CHAPTER 4 - EXPENSES IN QUICKBOOKS ONLINE

QuickBooks Online lets you manage expenses of all types including debit, credit card, entering and paying bills and others. Simple transaction forms let your clients make entries easily and efficiently.

SUPPLIERS & EXPENSES OVERVIEW

Managing your client's suppliers and expenses information is critical to their success. In this section, you learn about how to enter day-to-day expense transactions. Many expense transactions can be automated if you'd like to avoid regular data entry. Expense transactions let you record different payment methods including debit, credit card, online payment, and whatever payment method that your clients use.

OBJECTIVES

After completing this lesson, you should be able to:

- Add Suppliers
- Expenses vs. Accounts Payable
- Enter expense transactions including credit card, debit card and others
- Enter Bills → Pay Bills
- Supplier Credits
- Writing Cheques

ADDING SUPPLIERS

Before entering expenses, it is a good idea to add suppliers. To add a new supplier in QuickBooks Online:

1. Click the **Suppliers** link on the left-hand pane of the QBO window.
2. Click **New Supplier**.
3. Complete the **Supplier Information**.
4. Click **Save**.

Supplier Information

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>		
Company					Phone	Mobile	Fax
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>
*Display name as					Other	Website	
<input type="text"/>					<input type="text"/>	<input type="text"/>	
Print on cheque as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)	Terms	
<input type="text"/>					<input type="text"/>	<input type="text" value="Enter Text"/>	
Address map					Opening balance	as of	
<input type="text" value="Street"/>					<input type="text"/>	<input type="text" value="02/28/2017"/>	
<input type="text" value="City/Town"/>		<input type="text" value="Province"/>			Account no.		
<input type="text" value="Postal code"/>		<input type="text" value="Country"/>			<input type="text" value="Appears in the memo of all payments"/>		
Notes					Business Number		
<input type="text"/>					<input type="text"/>		
					I pay this supplier with		
					<input type="text" value="CAD Canadian Dollar"/>		

Attachments Maximum size: 25MB

[Privacy](#)

EXPENSES VS. ACCOUNTS PAYABLE

QuickBooks handles a variety of expense related transactions. Depending on the complexity of your client businesses you may use a combination of QuickBooks transactions. Many clients do not understand when you to expenses vs. Bills in QuickBooks.

Expenses

The expense transactions should be used whenever a cheque is not going to be created. QuickBooks has an expense form that can be used for credit and debit card transactions, automatic withdrawals, EFT, and other transactions used by your clients.

Accounts Payable – Enter Bills → Pay Bills

This workflow should be used when accounts payable is important to your clients. This workflow required two steps. Enter bills then pay bills. Bills can be paid using different payment methods.

ADDING EXPENSES

Using the Expense transaction in QuickBooks Online you can create different types of expense transactions like Debit, Wire, Online Banking payments and more. This feature lets you create multiple types of transactions from one window. To create an expense transaction:

1. Click the **Create +** menu → Click **Expense**.
2. Choose a **Supplier** → Enter the **Date**.
3. Choose a **Payment Method** → Choose an **account**.
4. Enter a **Description** → Choose the **Sales Tax rate**.
5. Click **Save and Close**.

The screenshot displays the 'Expense' form in QuickBooks Online. At the top, the supplier is 'Canada Small Engine Repair' and the bank/credit account is 'BMO Chequing'. The balance is \$507,814.19. The total amount is \$259.90. The payment date is 2018.01.31 and the payment method is 'Direct Debit'. The 'Account details' table is as follows:

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	CUSTOMER / PROJECT	CLASS
1	Equipment Rental	rental of mowers	230.00	HST ON		
2						

At the bottom, there are buttons for 'Cancel', 'Clear', 'Print', 'Make recurring', 'Save', and 'Save and new'.

RECURRING ENTRIES

Creating an invoice in QBO will create an accounts receivable for your clients. You can automate the invoice by clicking **Make Recurring** at the bottom of the invoice window.

1. To create an invoice for specific customer, click **Create Invoice** next to their name. The invoice window displays.
2. Complete the Invoice form. There are several key elements to completing the form. They are the following:
 - a. Choose the customer
 - b. Choose the **Invoice date** and **Due date** if applicable.
 - c. Choose the **Product/Service** → Enter a **Quantity** → **Rate**
 - d. Choose the **Sales Tax rate**.
3. Click **Make recurring**.

Invoice no.1010

Recurring Invoice

Template name: Adwin Ko Type: Scheduled Create: days in advance

Customer: Adwin Ko Email: *Email (Separate emails with a comma)* Options: Automatically send emails, Print later Payment Options

Interval: Monthly on day 1st of every 1 month(s) Start date: 01-03-2017 End: None

Billing address: Adwin Ko, Ko International Ltd, 6412 av des Erables, Vancouver BC V5M 5M5 Terms: Net 30 Invoice no.: 1010

Event Rep:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	CLASS
1	General services:Badges:Name	Name Badges	500	3	1,500.00	HST ON	
2							

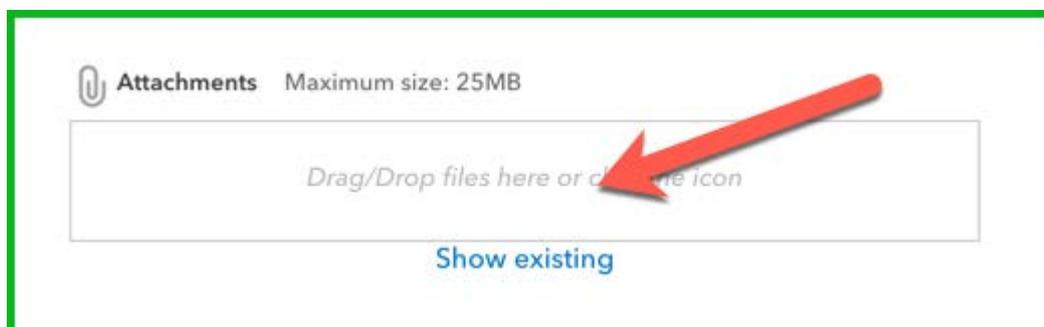
Buttons: Cancel, Revert, Customize, Save template

4. Click **Save Template**. This will not only create the invoice but also send it automatically on the assigned date.

ATTACHMENTS

QuickBooks Online lets your client upload and save attachments on any transaction. This makes referencing the client's source document easier and more efficient. To add an attachment:

1. Open an invoice
2. Click attachments icon
3. Browse for the attachment
4. Click Save



NOTE: Now QuickBooks Online lets you view the source document when viewing the transaction. This is helpful for receipts, bank statements, copies of transactions, etc.

ENTER BILLS IN QUICKBOOKS ONLINE

To enter accounts payable in *QuickBooks Online*, click **Create +**. This bill window is best used to record bills to be paid later. Most other expenses can be recorded using the expense type of transaction.

To Enter Bills:

1. Click **Bills** → Enter the **Supplier**.
2. Enter the expense **Account** → Enter a **Description**.
3. Enter the **Amount** and choose the **Tax Rate**.
4. Click **Save and Close**.

Bill ? X

Canada Small Engine Repair BALANCE DUE
\$904.00

Mailing address: Chris Smith, Canada Small Engine Repair, 78 Winding Way, Toronto ON, L4N 3K8

Terms: Bill date: 02/28/2017 Due date: 02/28/2017

Bill no.: Location:

Amounts are: Exclusive of Tax

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		800.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save Save and new

PAY BILLS

To pay multiple suppliers at one time you can use the Pay Bills window. This is a great feature for larger clients who may need to do large batches of payables transactions. To pay bills from the Pay Bills window:

1. Click the **+** button and choose **Pay Bills** → Click **Filter** to filter the bills.
2. Select the Bills to Pay from the **Payee** column.
3. Edit the amount to pay in the **AMT to PAY** column → Select **Print Later** to print cheques later.
4. Click the **Save** option. You can click **Save and Close** or **Save and Print**.

Pay Bills

Payment account: SBCU Chequing Balance \$383,065.56 Payment date: 02/28/2017 Starting cheque no.: 113 Print later

TOTAL PAYMENT AMOUNT: \$50,300.01

Currency: CAD Canadian Dollar

Filter Custom Clear filter / View All

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/> Rogers	678	02/28/2017	\$133.28		133.28	\$133.28
<input checked="" type="checkbox"/> Home Depot CDN	8649	03/02/2017	\$866.71		866.71	\$866.71
<input checked="" type="checkbox"/> Johnson Supply Company		03/02/2017	\$15,482.13		15,482.13	\$15,482.13
<input checked="" type="checkbox"/> DFW Intl Airport		03/03/2017	\$750.75		750.75	\$750.75
<input checked="" type="checkbox"/> Home Depot CDN		03/03/2017	\$1,000.00		1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Johnson Supply Company	97544	03/03/2017	\$13,673.00		13,673.00	\$13,673.00
<input checked="" type="checkbox"/> Johnson Supply Company		03/03/2017	\$16,385.00		16,385.00	\$16,385.00

9 open bills

Cancel Save and close

CHEQUES IN QUICKBOOKS ONLINE

On rare occasions, your clients may write a cheque without a bill. This can be handled in QuickBooks. Create cheques in QuickBooks as needed using the Cheque option under the create menu.

1. Click the + sign and click Cheques → Choose the **Supplier**.
2. Choose the **Bank account** → Choose the expense **Account**.
3. Enter a **Description** → Enter the **Amount** and choose **Sales Tax**.
4. Click **Save and Close**.

Cheque no.12360
?
✕

Canada Small Engine Repair
Bank Account: BMO Chequing
Balance \$510,413.19

AMOUNT
\$2,599.00

Mailing address

Chris Smith
Canada Small Engine Repair
78 Winding Way
Toronto ON, L4N 3K8

Payment date

2018.01.31

Cheque no.

12360

Print later

Location

Amounts are: Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	CUSTOMER / PROJECT	CLASS
+	1	Equipment Repair and Repairs	2,300.00	HST ON	Enter Text	Enter Text
⋮	2					

Add lines Clear all lines

Cancel
Clear
Print or Preview
Make recurring
More
Save and new

SUPPLIER CREDITS

Your client will create supplier credits if they must return goods to a supplier or if they receive a credit from a supplier to be applied against.

1. Click **Create** → **Supplier Credit**
2. Complete form including **Supplier name, Account**.
3. Enter the **Amount** and **Sales Tax**.
4. Click **Save & Close**.

NOTE: QuickBooks automatically applies the credit against the oldest outstanding bill.

Supplier Credit

Canada Small Engine Repair

CREDIT AMOUNT
\$113.00

Mailing address: Chris Smith, Canada Small Engine Repair, 78 Winding Way, Toronto ON, L4N 3K8

Payment date: 01/31/2017

Ref no. []

Location []

Amounts are: Exclusive of Tax

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Repair and maintenanc		100.00	HST ON	<input type="checkbox"/>		Enter Text	Enter Text
2								

Add lines Clear all lines

Cancel Clear Make recurring Save and new

SUPPLIER REPORTS

To create reports for payables to your client’s suppliers, QuickBooks provides several key reports.

AP Aging Summary

Create the A/P Aging detail report to view the detailed outstanding bills by supplier. Run the report by:

1. Click **Reports**
2. Click **Manage Accounts Payable**
3. Click **A/P Aging Summary**

Report period: Today as of 02/28/2017

Show non-zero or active only: Active rows/active columns

Aging method: Current Report date

Days per aging period: 30

Number of periods: 4

Run report

Customize Save customization

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon					35.97	\$35.97
Canada Small Engine Re...		904.00	169.50			\$1,073.50
City of Toronto			96.05		169.50	\$265.55
DFW Intl Airport	750.75					\$750.75
Green Jeans Lawn Machi...			773.71			\$773.71
Hank's Courier				316.40		\$316.40

REPORTING ON EXPENSES

To find out details about where your clients spend their money you can create the Expenses by Supplier Summary. To create this report:

1. Click **Reports**
2. Review Expenses and Purchases
3. Expenses by Supplier Summary

The screenshot displays the QuickBooks Online interface for generating an 'Expenses by Supplier Summary' report. The report is for the company 'Green Tree Landscapes' and covers the period from January to February 2017. The interface includes a navigation bar with a 'Back to report list' link, a 'Report period' section with a dropdown set to 'This Year-to-date' and date fields for '01/01/2017' and '02/28/2017', and buttons for 'Customize' and 'Save customization'. Below this, there are options for 'Display columns by' (set to 'Total Only'), 'Show non-zero or active only', 'Period to compare' (set to 'Select period'), and 'Accounting method' (with 'Cash' and 'Accrual' radio buttons, 'Accrual' is selected). A 'Run report' button is also present. The report itself is a table with a header section and a data table. The header section includes 'Sort', 'Add notes', and 'Edit header' options, along with icons for email, print, share, and settings. The data table lists suppliers and their corresponding expense amounts.

Green Tree Landscapes	
EXPENSES BY SUPPLIER SUMMARY	
January - February, 2017	
	TOTAL
Amazon	550.00
Canada Small Engine Repair	1,050.00
City of Toronto	3,085.00
Edmonton Credit Union	400.00
Great Britain Gnome Company	160.01
Green Jeans Lawn Machines	29.00

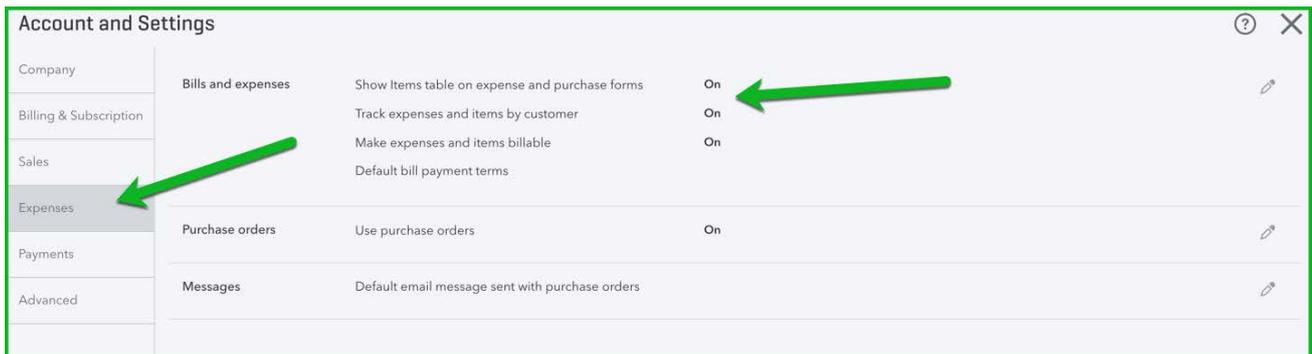
REIMBURSABLE EXPENSES

Many service businesses will invoice for their time/service plus the expenses they incur. QuickBooks Online can track reimbursable expenses to customers and remind the user to add those reimbursable expenses to invoices.

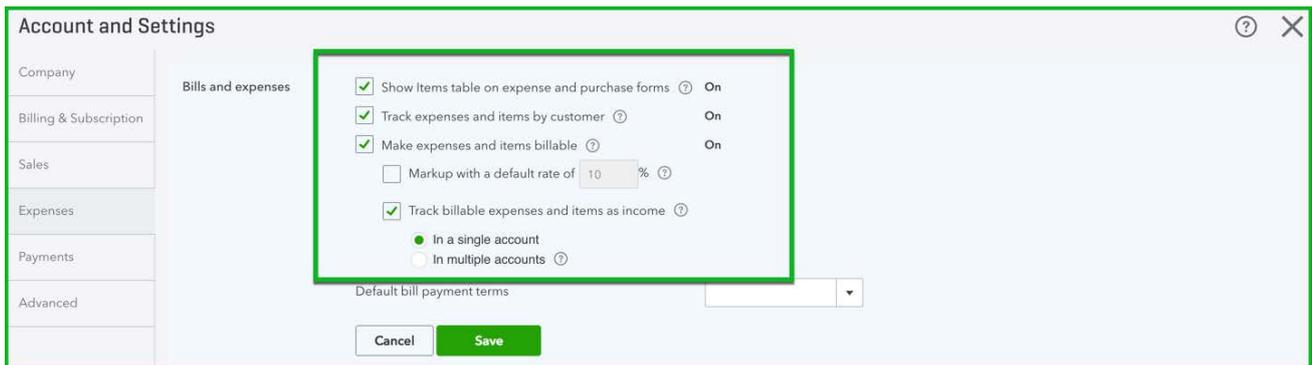
The reimbursable expenses feature is only available in the Plus version of QuickBooks Online.

The feature needs to be enabled before tracking expenses to customers. To enable the feature:

1. Click **Gear** → **Company Settings**
2. Click → **Expenses**
3. Click **Edit** → **Select Track expenses and items by customer**



4. Click **Make expenses and items billable**
5. Click **Save** → **Click Done**.



Note: You can track billable expenses and items as income in a single account or multiple accounts. This is setup in the chart of accounts.

Account

Category Type
Expenses

*Detail Type
Advertising/Promotional
Auto
Bad debts
Bank charges
Charitable Contributions
Cost of Labour
Distribution costs
Dues and Subscriptions

Use Advertising/promotional to track money spent promoting your company.
You may want different accounts of this type to track different promotional efforts (Yellow Pages, newspaper, radio, flyers, events, and so on).
If the promotion effort is a meal, use Promotional meals instead.

*Name
Advertising

Number
[]

Description
[]

Is sub-account

Enter parent account []

Use for billable expenses

Income Account
Enter income account []

Default Tax Code []

Cancel Save and Close

After enabling the feature, you can add expenses to customers and make them billable. To do this open any expense transaction including purchase orders, expenses, cheques and bills.

1. Click **Create** → **Expense**.
2. Enter the expense information as you usually would.
3. In the **Customer** field, choose the customer to whom you want to track the expenses for reimbursement.
4. Select the **Billable** checkbox.

The screenshot shows the 'Expense' form in QuickBooks. At the top right, the amount is \$175.15. Below the form fields, there is a table for 'Account details'. The table has columns for #, ACCOUNT, DESCRIPTION, AMOUNT (CAD), SALES TAX, BILLABLE, CUSTOMER, and CLASS. The first row is highlighted with a red box, showing a checked 'BILLABLE' checkbox and 'Araceli Schamber' in the 'CUSTOMER' dropdown.

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER	CLASS
1	Taxes and Licenses	Permit for new construction	155.00	HST ON	<input checked="" type="checkbox"/>	Araceli Schamber	Enter Text
2							

5. Create an invoice for the customer and QuickBooks will prompt you to add the reimbursable expenses to the invoice.
6. Click **Add** to add the expenses to the invoice → Click **Save** to complete the process.

The screenshot shows the 'Invoice no. 1145' form. The 'BALANCE DUE' is \$0.00. On the right side, there is a sidebar titled 'Add to Invoice'. This sidebar contains a list of billable expenses with an 'Add' button highlighted by a red box. A red dashed arrow points from this 'Add' button to the first row of the expense table below.

#	PRODUCT/SERVICE	SKU	DESCRIPTION	RATE	AMOUNT (CAD)	SALES TAX
1						
2						

CHAPTER 5 – ONLINE BANKING

Automating the work that you do in QuickBooks will help you save time and enter data in the most accurate and efficient way possible. QuickBooks lets you automate a variety of transactions using bank feeds.

OBJECTIVES

After completing this chapter, you should be able to:

- Setup a bank feed
- Categorize client bank feeds
- Create Bank Rules

BANK FEEDS OVERVIEW

The Banking page is where you connect your accounts and download transactions. This is sometimes known as "bank feeds." Once you begin adding and matching your bank feed transactions into QuickBooks, the process gets easier and faster over time. QuickBooks learns from your decisions and offers smart suggestions to speed the work for you.

Note: The first download after setting up the bank feed will include the last 90 days of transactions. If you've already added and reconciled these transactions, they can be excluded.

SETTING UP BANK FEEDS

1. Click **Home**, then **Connect Account**.
2. Search for your bank or credit card name or choose from the list of common banks.

Let's get a picture of your profits

Securely connect your bank or credit card to bring in your transactions.

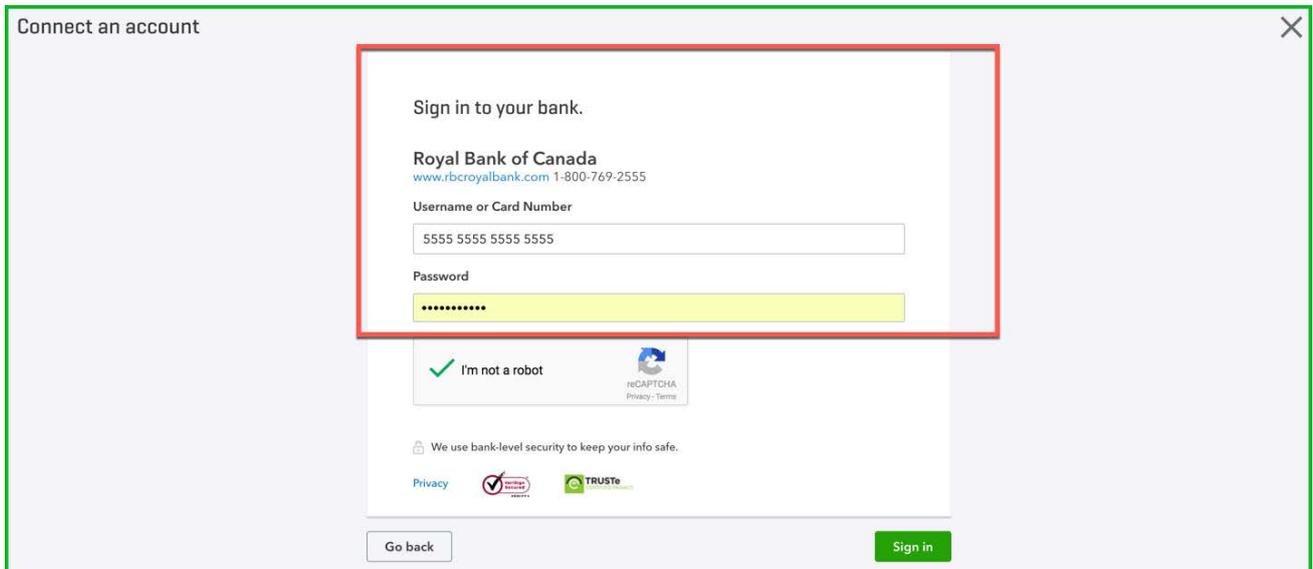
Here are some of the most popular ones:

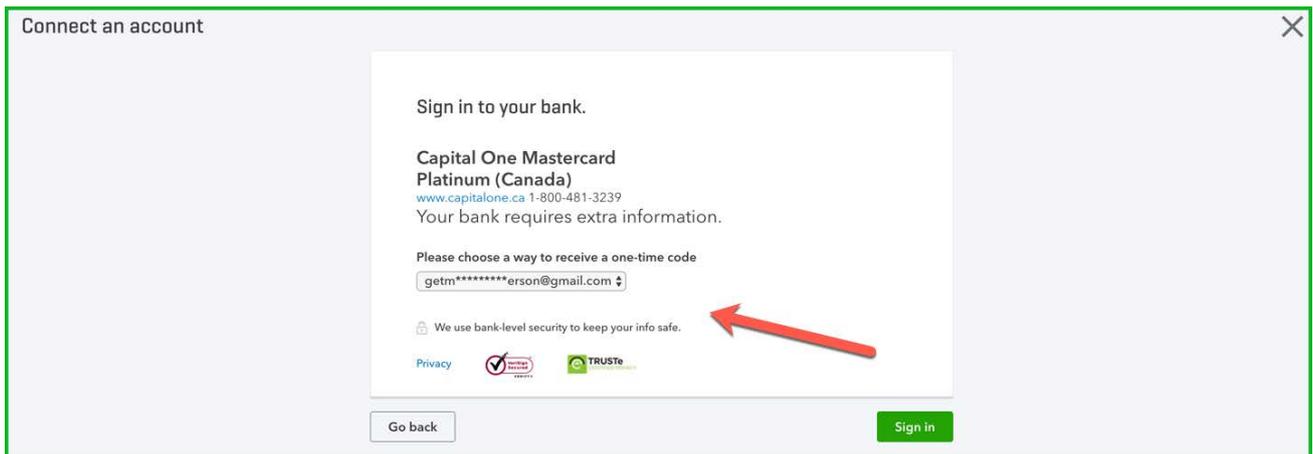
 We use bank-level security to keep your info safe.

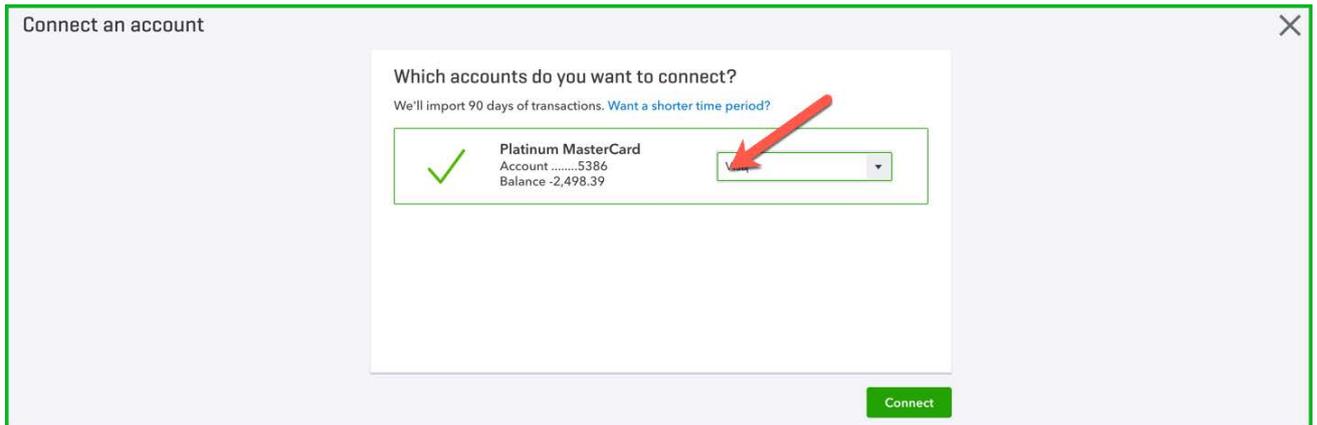
3. Enter the client's banking or credit card information.
4. Click **Sign In**.



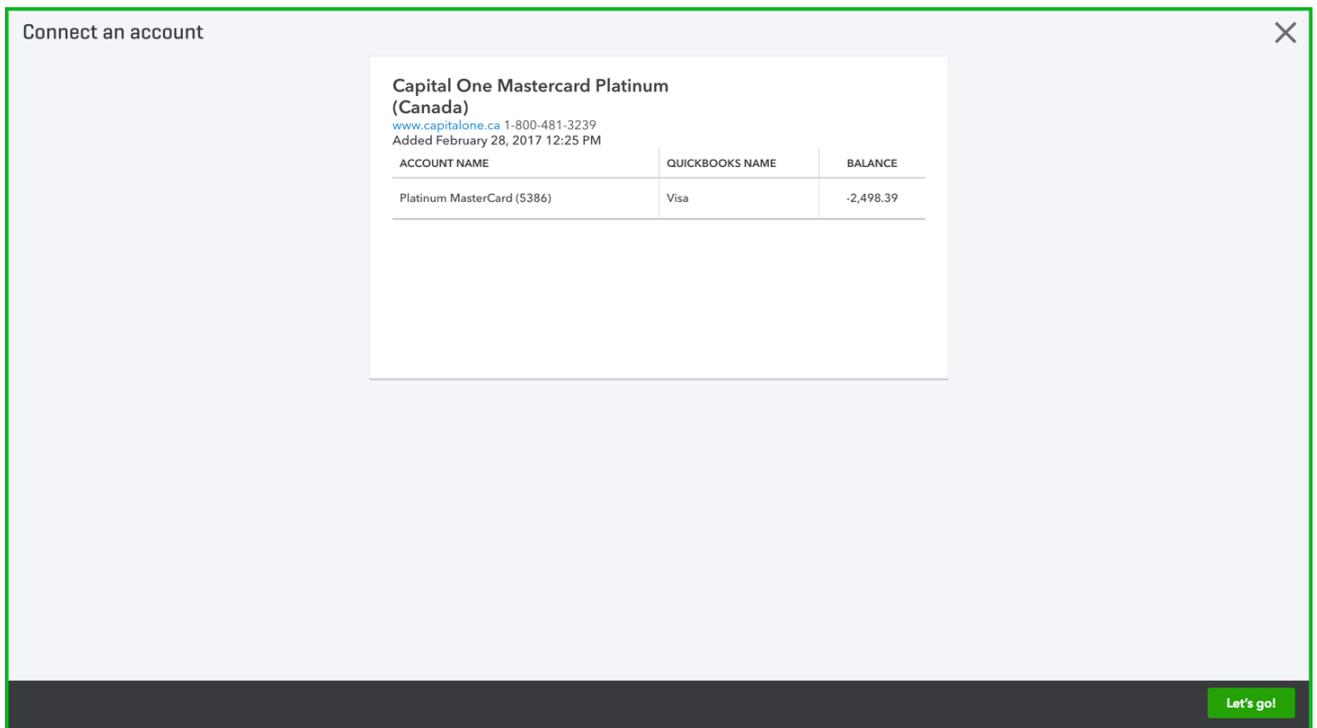
5. QuickBooks may require extra information. This is a security feature. NOTE: Some accountants get a "read-only" access bank card for this purpose. It has limited access but meets the requirements to setup a client bank account.



6. In the **Connect an Account** choose the QuickBooks account that the online account will link to.



7. Click **Connect**.



8. Click **Let's go!** to complete the connection.

PROCESSING TRANSACTIONS IN THE BANK FEED

With your transactions now in QuickBooks Online, you are ready to allocate them to the required expense categories.

There are 4 types of transactions that you will work with in the bank feed.

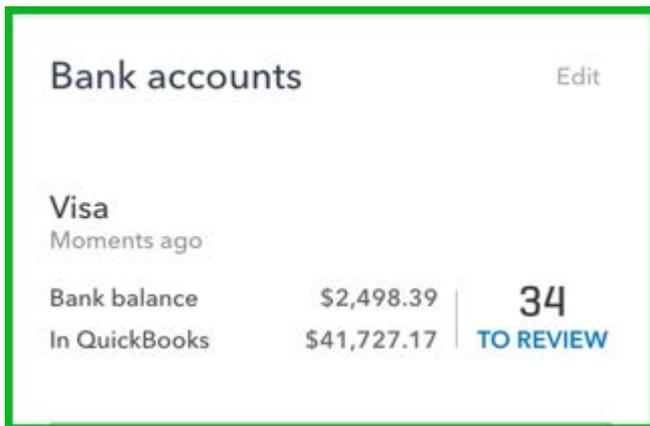
Similar Records Found (Match) – transactions that QuickBooks recognizes that match the bank download

Rule – a rule that you add to QuickBooks that automatically categorizes transactions

QuickBooks "Rule" – suggestion that QuickBooks makes based on historical information from QuickBooks

Uncategorized Expense/Uncategorized Income – QuickBooks needs your help to categorize the transaction.

1. Click **Home**.
2. Click **To Review**. QuickBooks displays the bank feed window.

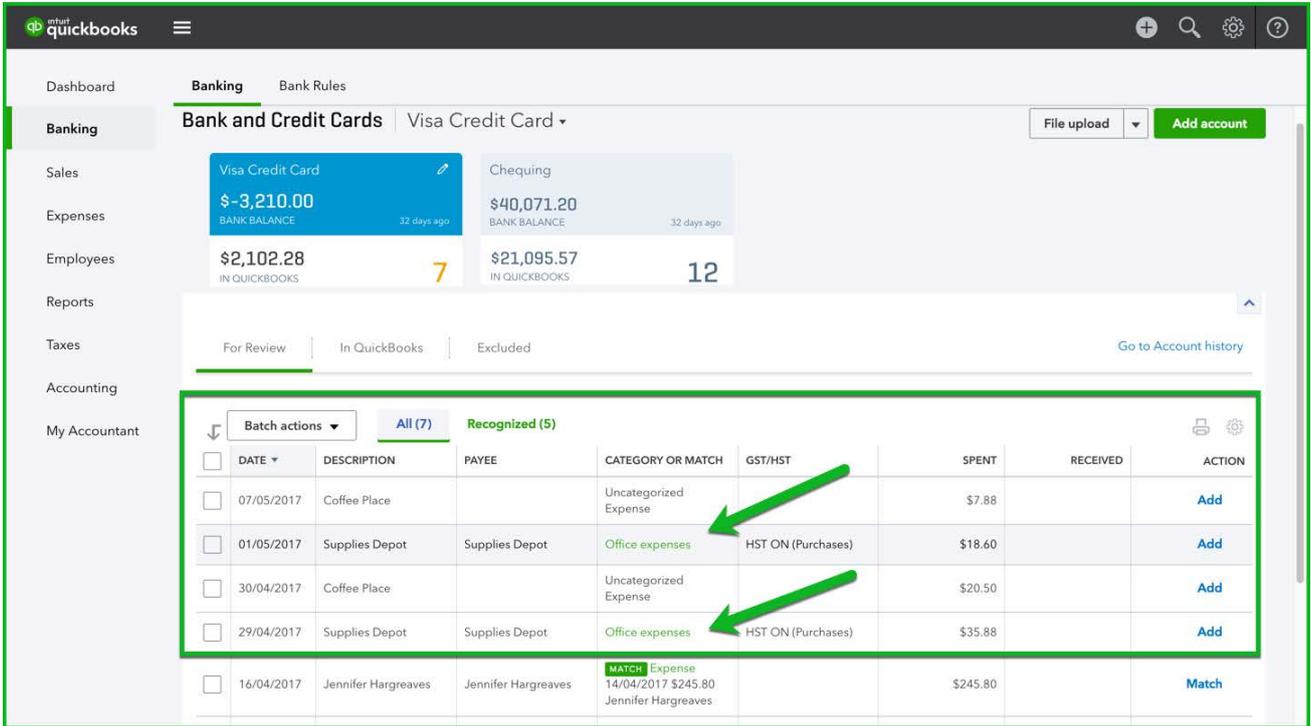


3. In the **For Review** tab, first review the **Match** transactions.

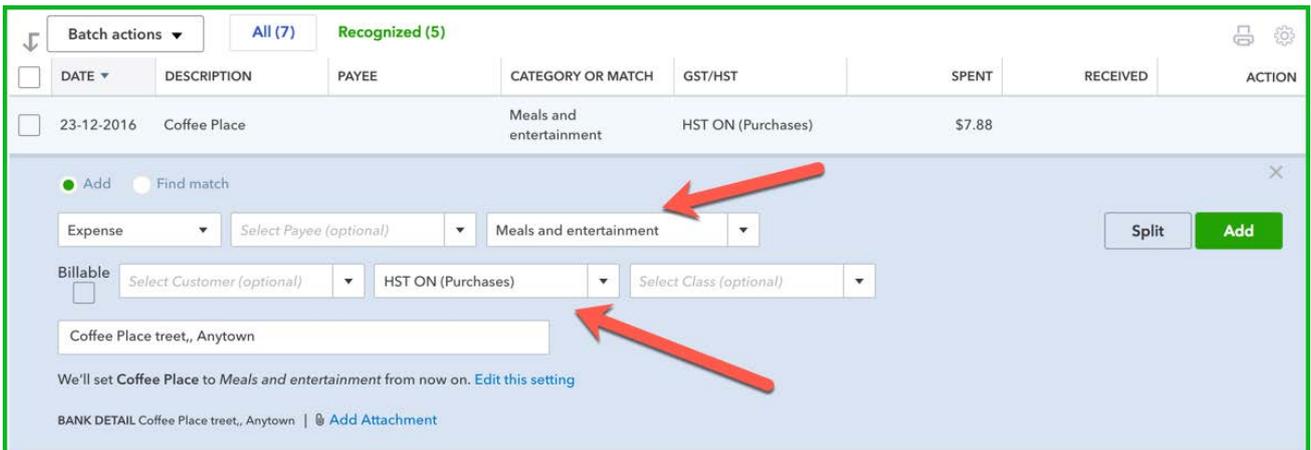
The screenshot shows the QuickBooks Online interface for a 'Visa Credit Card' account. The 'Banking' menu is open, and the 'Bank and Credit Cards' section is selected. The 'For Review' tab is active, showing a table of transactions. A green box highlights the 'Recognized (5)' section of the table, which includes five transactions with 'Add' actions. The last transaction is a 'Match' transaction with a 'Match' action.

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
07/05/2017	Coffee Place		Uncategorized Expense		\$7.88		Add
01/05/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$18.60		Add
30/04/2017	Coffee Place		Uncategorized Expense		\$20.50		Add
29/04/2017	Supplies Depot	Supplies Depot	Office expenses	HST ON (Purchases)	\$35.88		Add
16/04/2017	Jennifer Hargreaves	Jennifer Hargreaves	MATCH Expense		\$245.80		Match

4. After reviewing the transactions, click **Match** to confirm and enter the transactions in QuickBooks Online.
5. For transactions labeled in Green, QuickBooks suggests a category you can click **Add** if the category is correct, or click the transactions to expand it and edit the category and other information as needed.



6. For transactions that are not matching, you'll click on the transaction to process.



7. Complete the information as needed.
8. Click **Add** to complete the transaction.

NOTE: After adding transactions to QuickBooks, they move from the **For Review** tab to the **In QuickBooks** tab.

NOTE: When you first download, QuickBooks downloads the last 90 days. If these are not needed, select the transactions → click **Batch Actions** → Click **Exclude Selected**.

BANK RULES

On the Banking page, you can set up rules to tell QuickBooks what to do with bank items that meet conditions. Rules help you control, customize, and automate how you use the Banking page in QuickBooks.

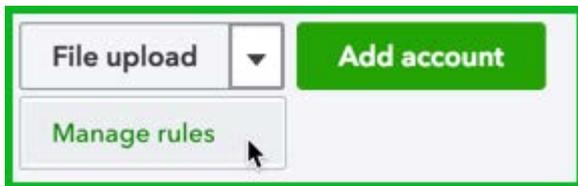
Even without rules, QuickBooks makes it easier for you to accept bank transactions quickly. When QuickBooks downloads your bank transactions, it does the following:

- Cleans up cryptic bank descriptions
- Suggests logical categories based on bank descriptions
- Remembers changes you made before, and applies those changes to similar transactions
- Looks for matches among the transactions you already entered into QuickBooks

Rules go beyond the automatic processing to give you a finer level of control. They scan downloaded bank items for certain criteria you specify, and then assign particular payees, categories, classes, locations, and more to them. Rules can even help automatically split items between categories and more.

To add a rule:

1. In the navigation bar → click **Transactions > Banking**.
2. Click drop-down arrow → **Manage rules** from the list.



3. Click **New rule**.
4. Enter a descriptive name and select whether the rule is for a money-in or money-out transaction.
5. Rule names can have only letters, numbers, and spaces.
6. Select the bank account the rule applies to.
7. Set up the conditions QuickBooks should look for when downloading bank items:

Rule

Rule name: Office Supplies For: Money out In: All bank accounts

When a transaction meets all of these conditions

Description: Contains: Supplies Depot

and Amount: Is less than: 50.00

Add line

Set one or more of the following

Transaction type: Expense

Payee: Category: Office expenses Tax code: HST ON Class:

Split

Memo

Automatically add to my books

Cancel Save

CHAPTER 6 – BANKING & COMPANY ACTIVITIES IN QUICKBOOKS ONLINE

Banking is a critical day-to-day function of small business. QuickBooks makes data entry and account reconciliations easy with bank feeds. If your clients want to save time and reduce data entry task they can use the automated bank feeds in QuickBooks to feed transaction information directly into QuickBooks.

OBJECTIVES

After completing this chapter, you should be able to:

- Make a bank transfer
- Reconcile an account
- File Sales taxes

BANK TRANSFER

An important transaction in QuickBooks is recording bank transfers. You can record a transfer that your client does online or at the bank in QuickBooks. To create a transfer:

1. Click **Create > Transfer**
2. Complete the **Transfer Funds From** and **Transfer Funds To** fields to include the accounts you are transferring between.
3. Enter the **Amount** and **Date**.
4. Click **Save and Close**.

The screenshot shows the 'Transfer' form in QuickBooks Online. The form is titled 'Transfer' and has a close button (X) in the top right corner. It contains several input fields: 'Transfer Funds From' (dropdown menu showing 'SBCU Chequing'), 'Transfer Funds To' (dropdown menu showing 'Chequing'), 'Currency' (dropdown menu showing 'CAD Canadian Dollar'), 'Transfer Amount' (text input field showing '45,000.00'), and 'Date' (text input field showing '02/28/2017'). There are also two balance fields: 'Balance' showing '\$383,065.56' and another 'Balance' showing '\$ -2,803.47'. Below these fields is a 'Memo' text area. At the bottom, there is an 'Attachments' section with a maximum size of 25MB and a 'Show existing' link. The bottom bar contains 'Cancel', 'Clear', 'Make recurring', and 'Save and new' buttons.

BANK RECONCILIATION

The purpose of your bank reconciliation is to:

1. Match individual transactions from QBO to your transactions on your bank statement
2. Match your ending balance from your bank statement to the cleared balance in QuickBooks Online.

To reconcile your bank account:

1. Click **Gear Icon/Company Menu**, and then click **Reconcile**.
2. Choose the **Account** under the **Which account do you want to reconcile?**
3. Complete the **Enter the following from your statement** section including the **Ending balance** and **Ending date**.
4. Complete the **Enter the service charge or interest earned, if necessary** section.
NOTE: this is optional. You can enter these transactions using another type of transactions like expense or journal entry.

Chart of Accounts **Reconcile**

Reconcile an account

Open your statement and let's get started.

Which account do you want to reconcile?

Account
BMO Chequing CAD

Enter the following from your statement

Beginning balance	Ending balance *	Ending date *
-2,420.87	120,000.00	05/31/2017

Enter the service charge or interest earned, if necessary

Date	Service charge	Expense account
	0.00	Bank charges

Date	Interest earned	Income account
	0.00	Interest earned

5. Click **Start reconciling**.

6. Select the transactions that have cleared the bank account on the bank statement.

Chart of accounts > Bank register > Reconcile

Reconcile BMO Chequing
Statement ending date: May 31, 2017

\$496,012.79 STATEMENT ENDING BALANCE
\$496,012.79 CLEARED BALANCE
\$-2,420.87 BEGINNING BALANCE
\$1,566.34 7 PAYMENTS
\$500,000.00 2 DEPOSITS
\$0.00 DIFFERENCE

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT (CAD)	DEPOSIT (CAD)	
09/01/2016	Deposit			Shareholder loan deposit for company st...		500,000.00	<input checked="" type="checkbox"/>
09/01/2016	Cheque	100	Woodcroft Law Group	Voided		0.00	<input checked="" type="checkbox"/>
09/01/2016	Expense		Insurance Experts		400.00		<input checked="" type="checkbox"/>
09/02/2016	Expense		Moore Details Bookk...		157.07		<input checked="" type="checkbox"/>
09/02/2016	Expense		Fuel Stop		138.99		<input checked="" type="checkbox"/>
09/03/2016	Expense		Johnson Supply Com...		157.07		<input type="checkbox"/>
09/14/2016	Expense		Fuel Stop		113.00		<input type="checkbox"/>
09/15/2016	Expense		Small Business Credit...		15.00		<input checked="" type="checkbox"/>
09/15/2016	Expense		Fuel Stop		113.00		<input type="checkbox"/>

Reconciliation Tips

- Click the down arrow in the summary section to expand the window. This lets you view the details of the reconciliation as you reconcile. This section of the window displays the **Balances, Payments, and Deposits.**
 - Filter the reconciliation window by clicking the one of the 3 options of **Payments, Deposits, or All.** QuickBooks default view is **All.**
 - Sort the list of transactions by clicking the column heading.
7. After you've completed marking the cleared transactions from your bank statement, click **Finish Now** or click the down arrow to **Save for Later** or **Close without Saving.**

NOTE: As part of the QuickBooks Online Accountant edition you can undo the reconciliation for your client. Your client does not have access to this feature in their version of QBO.

FILING SALES TAXES

QuickBooks is designed to help you track and file your sales taxes for your clients. When you follow the rules QuickBooks sets for you and your client, QuickBooks can automate the tracking of sales tax payable for all federal and provincial tax transactions.

There are several rules that your client should follow when entering data in QuickBooks. They are the following:

1. Use transaction forms to enter all day-to-day transactions. This ensures the data can easily be made taxable using the sales tax module in QuickBooks.
2. Add a sales tax rate to every transaction in QuickBooks including all sales and expense transactions.
3. Do not make journal entries to adjust the sales tax on the journal entry transaction type.

PREPARE TO FILE SALES TAX

There are several best practices in QuickBooks when preparing to file your client's sales tax returns. It's a good idea to create reports and compare those reports to the Files sales tax window. Create the following reports to help you verify the payable amounts from the account matches the amount on the Files Sales Tax window.

1. **GST/HST Summary Report** – create this report to view specific values for each sales tax line on the sales tax return

Green Tree Landscapes	
GST/HST SUMMARY REPORT	
October - December, 2017	
	TOTAL
Line 101 Sales and other revenue	1,141,153.82
Line 103 GST/HST collected or collectible	120,939.25
Line 104 Adjustments (Sales)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	\$120,939.25
Line 106 Input tax credits (ITCs)	115,252.31
Line 107 Adjustments (Purchases)	
LINE 108 TOTAL ITCs AND ADJUSTMENTS	\$115,252.31
LINE 109 NET TAX	\$5,686.94
Line 110 Instalments and other annual filer payments	
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	\$0.00
LINE 113A BALANCE	\$5,686.94
Line 205 GST/HST due on acquisition of taxable real property	
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	\$0.00
LINE 113C BALANCE	\$5,686.94

Accrual basis Friday, March 16, 2018 12:27 PM GMT-05:00

2. **Profit & Loss Report** – use this report to compare the sales for the period to Line 101 on the GST/HST Summary reports

Green Tree Landscapes
PROFIT AND LOSS
October - December, 2017

	TOTAL
Income	
Sales	1,375,619.73
Total Income	\$1,375,619.73
Cost of Goods Sold	
Cost of Goods Sold	75,115.10
Labour	0.00
Materials	224,342.47
Other Charges	41,088.50
Subcontractors	111,777.00
Total Cost of Goods Sold	452,323.07
Inventory Shrinkage	23,196.27
Subcontractors - COS	128,708.40
Supplies and materials - COS	1,000.00
Total Cost of Goods Sold	\$605,227.74
GROSS PROFIT	\$770,391.99
Expenses	
1200 Consulting Fees	10,000.00
Bad Debt	234,463.63
Bank charges	145.00
Disposal Fees	10,000.00

3. **Balance Sheet/General Ledger** – use this report to drill down to the details in the GST/HST Payable account.

The screenshot displays the QuickBooks Online Accountant interface for the company 'Green Tree Landscapes'. The left sidebar contains navigation options: Dashboard, Banking, Sales, Expenses, Projects, Employees, Reports, Taxes, Accounting, and My Accountant. The main area shows a Balance Sheet report with a table of assets and liabilities. The 'GST/HST Payable' account is highlighted with a red box.

	TOTAL
Total Machinery & Equipment	39,000.00
▼ Skylift	
Original cost	38,000.00
Total Skylift	38,000.00
▼ Tractor	
Original cost	89,000.00
Total Tractor	89,000.00
Total Fixed Assets	189,340.00
Total Property, plant and equipment:	\$190,340.00
Total Non-current Assets	\$190,340.00
Total Assets	\$5,079,977.93
▼ Liabilities and Equity	
▼ Current Liabilities	
Customer Deposit	148,000.00
Customer Deposits - 7	0.00
Due to Shareholder	13,522.98
GST/HST Payable	104,976.62
GST/HST Suspense	100,773.70
Holdback	1,000.00
▼ Payroll Liabilities	
Canada Life	2,885.57
Custom Care	50.00
Federal Taxes	1,335.61
Food Bank	250.00
GWL	50.00
Sun Life	200.00
TD Canada Trust	1,000.00

4. **Make Adjustments** – After your review you may find that adjustments need to be made to make the balance sheet and the Files Sales Tax window display. After determining what changes need to be made you can do one of the following:
 - a. **Edit Individual Transactions** – you can edit the transactions that are creating the imbalance between the account and the File Sales Tax window.
 - b. **Adjust the return** – on the return window click the Adjust button to make an adjustment to a specific return

Prepare GST/HST return ✕

TAX DUE
\$24,804.87

Filing period: Quarterly | Start date: 2017.04.01 | End date: 2017.06.30 | Filing date: 2018.03.16

[How to file a return](#)

Goods and Services / Harmonized Sales Tax Return

GST62

Canada Revenue Agency

Green Tree Landscapes (Business account # 123453458RT0001)
2017.04.01 - 2017.06.30

Accrual basis
Filing date: 2018.03.16

	Amount	Exceptions	Total amount	
Sales and other revenue.....	\$1,721,569.97	\$450.00	\$1,722,019.97	
GST/HST collected or collectible.....	\$232,043.18	\$58.50	\$232,101.68	Adjust
Adjustments (Sales).....	\$0.00	\$0.00	\$0.00	Adjust
Total GST/HST and adjustments for period.....			\$232,101.68	
Input tax credits (ITCs).....	\$206,581.94	\$714.87	\$207,296.81	Adjust
Adjustments (Purchases).....	\$0.00	\$0.00	\$0.00	Adjust
Total ITCs and adjustments.....			\$207,296.81	
Net Tax.....			\$24,804.87	
Instalments and other annual filer payments.....	\$0.00	\$0.00	\$0.00	

[Print](#) | [Export](#)

Mark as filed

Make the adjustment as needed below.

Adjust GST/HST ✕

Adjustment date

Tax rate *

Tax line
Line 106

Sales tax account
GST/HST Payable

Adjustment account

Adjustment amount *

Memo

[How does QuickBooks track an adjustment?](#)

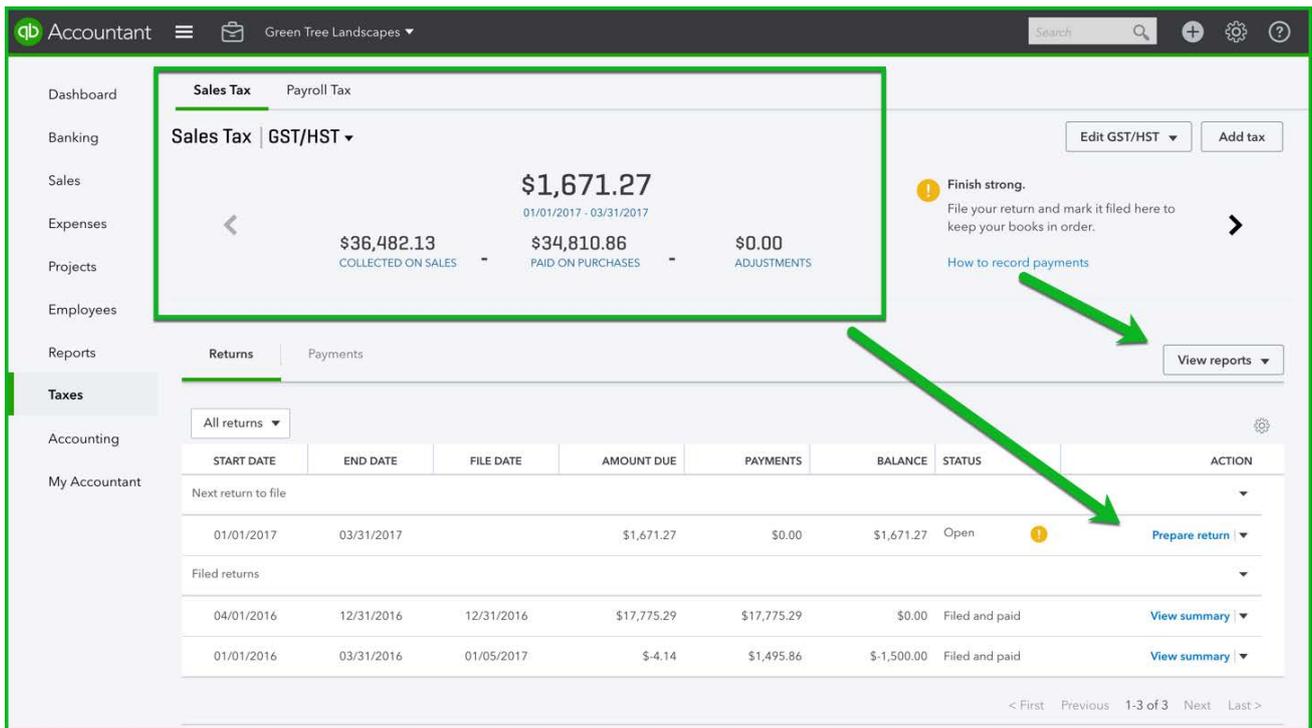
To file your client's sales taxes:

1. Click **Taxes**. QBO displays the **Sales Tax Centre**, which includes all the taxes that you track in your business. QuickBooks displays a summary view of the next return to file.

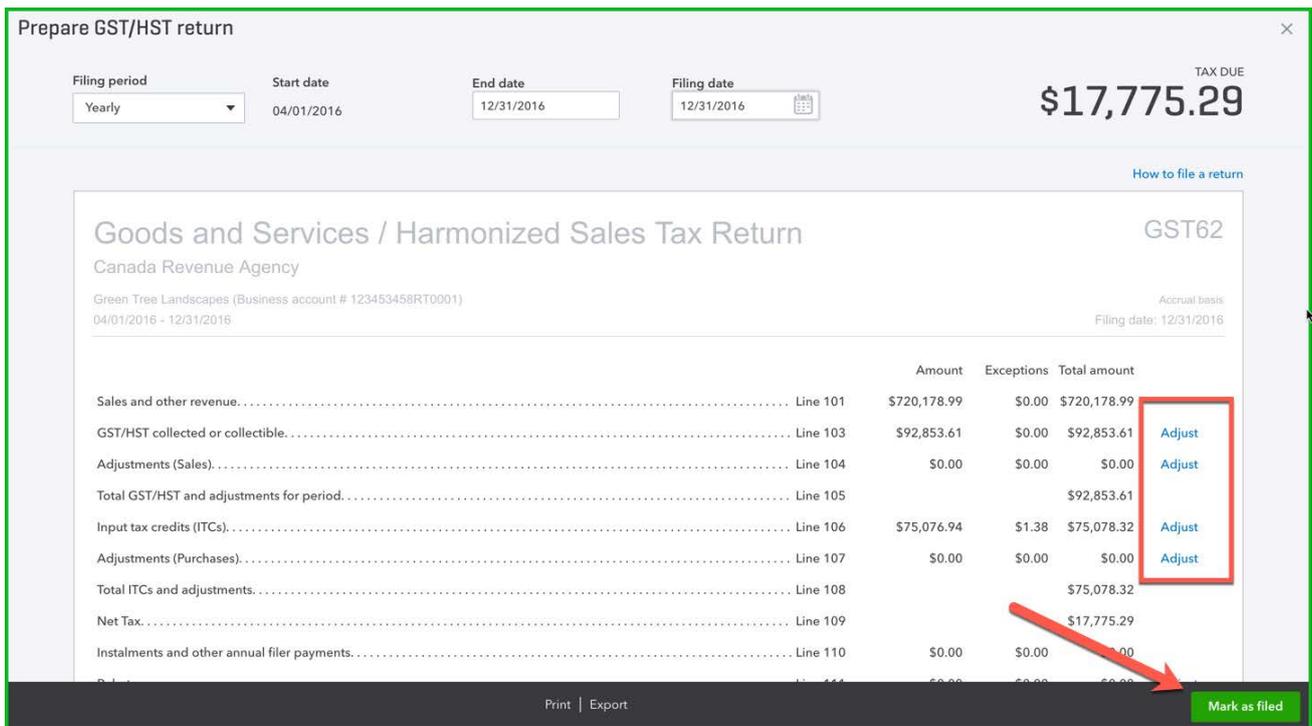
The screenshot shows the QuickBooks Online interface for Green Tree Landscapes. The main content area is titled "Sales Tax" and "GST/HST". It displays a summary for the period 01/01/2017 - 03/31/2017, showing a total amount due of \$1,671.27. The summary also shows \$36,482.13 collected on sales, \$34,810.86 paid on purchases, and \$0.00 in adjustments. A notification on the right says "Finish strong. File your return and mark it filed here to keep your books in order." Below the summary is a table of returns. The table has columns for Start Date, End Date, File Date, Amount Due, Payments, Balance, Status, and Action. The first row is the "Next return to file" with a status of "Open" and a "Prepare return" button. Two other rows are "Filed returns" with statuses of "Filed and paid" and "View summary" buttons. A green box highlights the summary area, and a green arrow points from the "Prepare return" button to the "Finish strong" notification.

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	03/31/2017		\$1,671.27	\$0.00	\$1,671.27	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$17,775.29	\$0.00	Filed and paid	View summary
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary

2. After reviewing and printing the report, click **Sales Tax**, and then click **Prepare Return**.

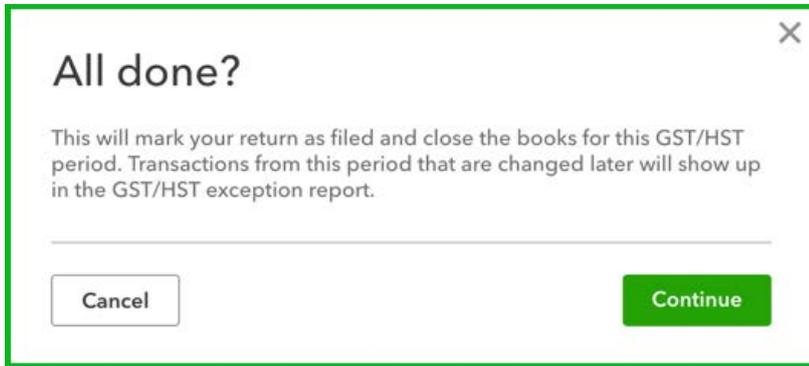


3. The return window will match the sales tax report, you just created. Click **Mark as Filed** to complete the GST/HST Return.



NOTE: QBO marks each of these transactions as filed. It gives you a message indicating that QuickBooks will close the books for the tax period.

4. QuickBooks marks each transaction in the period as filed. Click **Continue**.



5. Click Record Payment to pay for this sales tax filing.

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
01/01/2017	12/31/2017		\$-793.08	\$0.00	\$-793.08	Open	Prepare return
Filed returns							
04/01/2016	12/31/2016	12/31/2016	\$17,775.29	\$0.00	\$17,775.29	Filed	Record payment
01/01/2016	03/31/2016	01/05/2017	\$-4.14	\$1,495.86	\$-1,500.00	Filed and paid	View summary

6. Enter the payment information including the **Account**, **Payment date** and **Payment amount**.
7. Click Save to complete the payment.

Record GST/HST payment ×

SBCU Chequing Balance \$35,139.69

PAYMENT AMOUNT
\$17,775.29

Payment type

Payment
 Refund

GST/HST period
04/01/2016 - 12/31/2016

GST/HST due this period
\$17,775.29

Total GST/HST due
\$16,275.29

Payment date
01/31/2017

Payment amount 

17,775.29

Memo
Payment in full for sales tax

Save

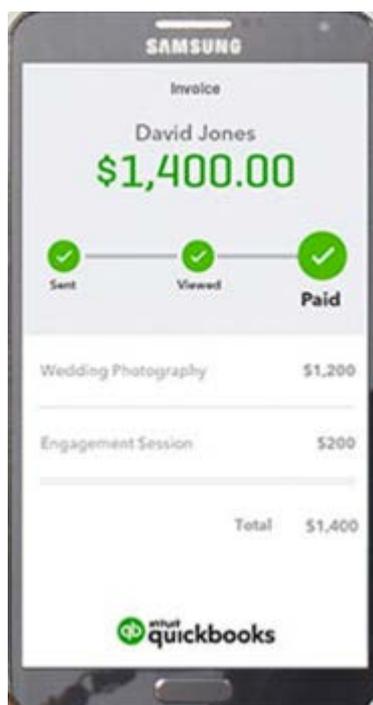
QUICKBOOKS ONLINE MOBILE

A powerful component of QuickBooks Online is the ability to use QuickBooks Online on mobile devices. You can download the mobile app from the iTunes store or the Google Play store.

DOWNLOADING THE MOBILE APP

To download the mobile app, you can visit the iTunes store to download the free QB application. You can also download the app from the Google Play store.

The QB app is a free app designed to help your clients who are on the go to capture and enter information on their mobile devices.



OPEN QUICKBOOKS MOBILE

After downloading the iPhone app from the iTunes store, you can access the app from your home screen.

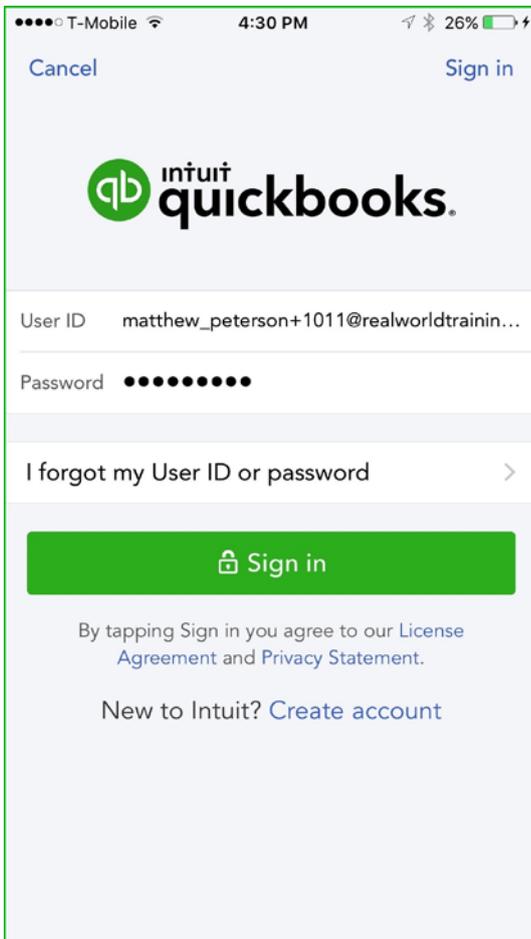
You can do the following activities in the mobile app:

- Add Customers
- Add Notes
- Add Products & Services
- Add Suppliers & create expenses
- Create Estimates, Sales Receipts, Invoices, & Customer Payments
- Process bank transactions

Activities like filing sales tax, bank reconciliations and other accounting specific tasks can only be completed in a web browser.

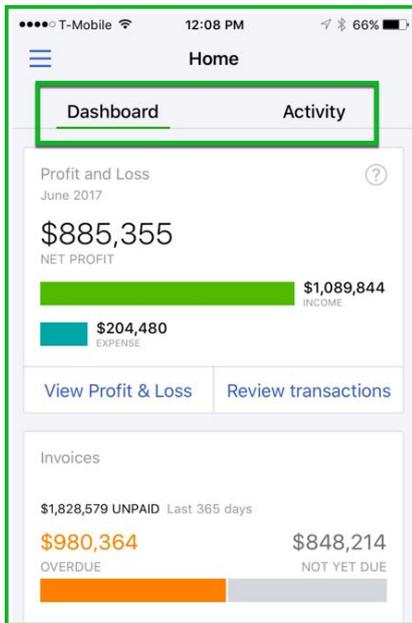
To open the QuickBooks mobile app:

1. Tap the **QuickBooks** app.
2. Enter your **User Name**.
3. Enter your **Password**.
4. Click **Sign In**.

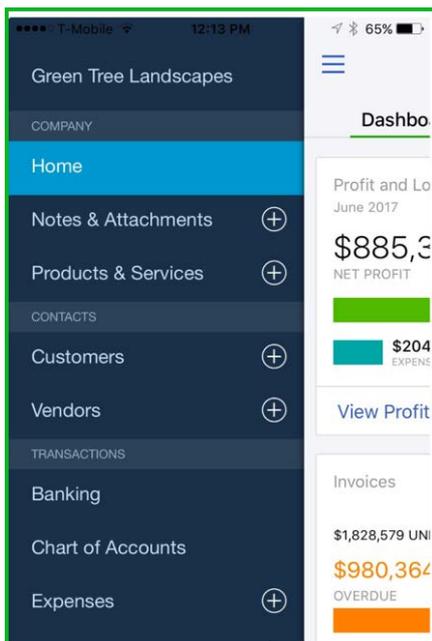


NAVIGATING QUICKBOOKS MOBILE

After signing into the QBO mobile app, QuickBooks displays two tabs; a **Dashboard** and **Activity**.



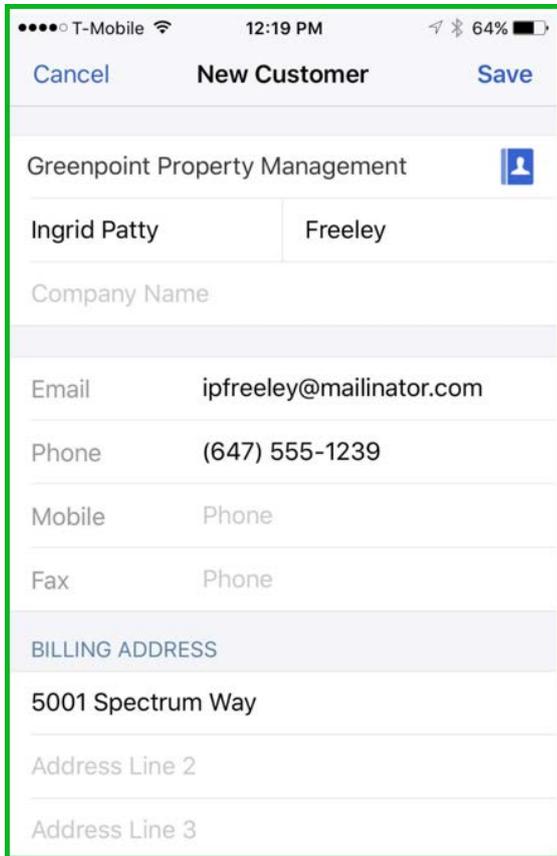
Tap the **Menu** option in the top-left corner of the app.



ADD CUSTOMERS ON MOBILE

To add customers using the QBO App:

1. Tap the **Customers +**
2. Enter the Customer information.
3. Click **Save**.



The screenshot shows the 'New Customer' form in the QuickBooks Online mobile app. The form is titled 'New Customer' and has 'Cancel' and 'Save' buttons at the top. The customer name is 'Greenpoint Property Management' with a person icon to the right. Below the name, there are two input fields for 'Ingrid Patty' and 'Freeley'. The form includes several input fields for contact information: 'Company Name', 'Email' (ipfreeley@mailinator.com), 'Phone' ((647) 555-1239), 'Mobile' (Phone), and 'Fax' (Phone). A section titled 'BILLING ADDRESS' contains three input fields: '5001 Spectrum Way', 'Address Line 2', and 'Address Line 3'. The entire form is enclosed in a green border.

CREATE INVOICES

1. Tap the + symbol.
2. Tap **Invoice**.

The screenshot displays the 'New Invoice' interface. At the top, there are navigation buttons: 'Cancel', 'New Invoice', and 'Save'. The main content area contains a table with one line item:

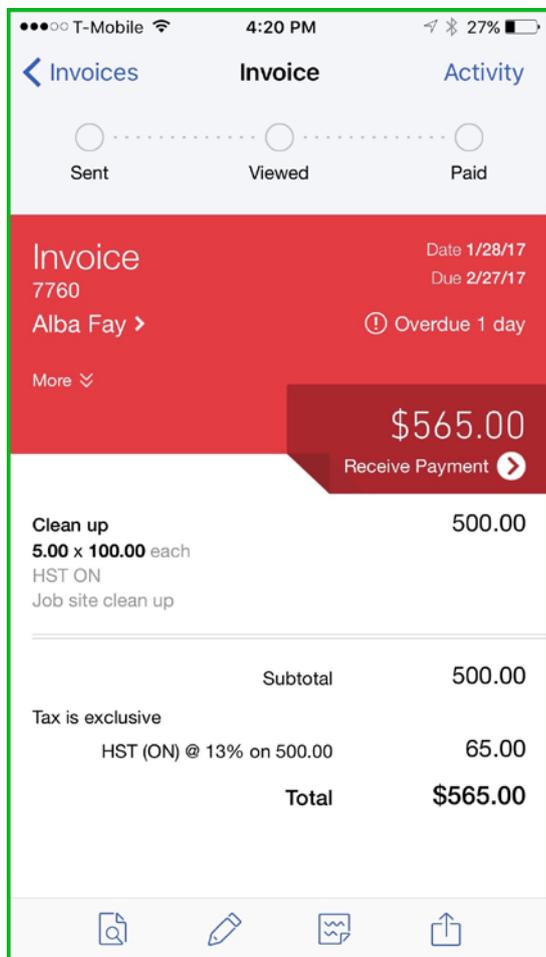
Description	Quantity	Unit Price	Total	Tax
Clean up 5.00 x 100.00 each Job site clean up	5.00	100.00	500.00	HST ON

Below the line item, there is a '+ Add Line Item' button. The summary section shows:

Subtotal	\$500.00
Tax	Tax is exclusive
HST (ON) @ 13% on 500.00	65.00
Total	\$565.00
Balance Due	\$565.00

At the bottom, there is a 'Customer Message' field.

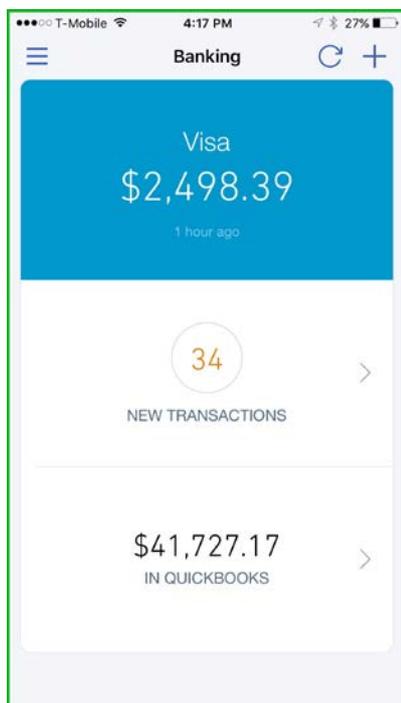
3. Tap **Invoice**.
4. Enter the **Inv. #**
5. **Date, Due Date**, and other information
6. Tap **Add Line Item** to items for sale.
7. Choose the **Tax**
8. Click **Save**.
9. Review the completed invoice after you click **Save**.



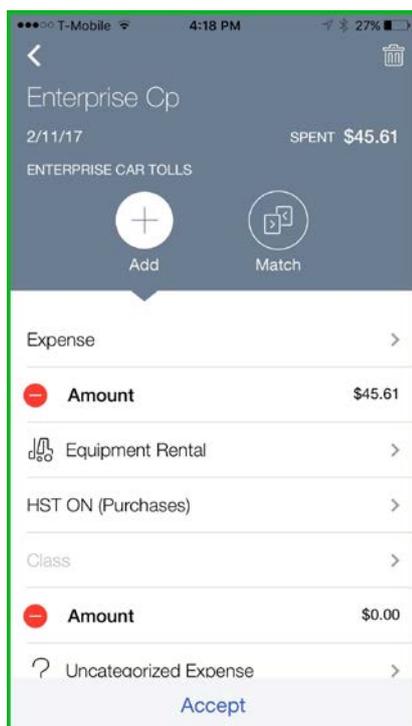
NOTE: The mobile app lets you email invoices directly from your mobile device.

PROCESS BANK TRANSACTIONS ON MOBILE

1. Tap the **Menu** → tap **Banking**.
2. Tap **New Transactions**.



3. Tap a transaction to add information.



CHAPTER 7 CLIENT FILE SETUP

Setting up a new client file can be fast and efficient in QuickBooks Online using the tools provided by QuickBooks Online Accountant. QuickBooks lets you setup the basics and then you can add information as needed based on the client's needs.

OBJECTIVES

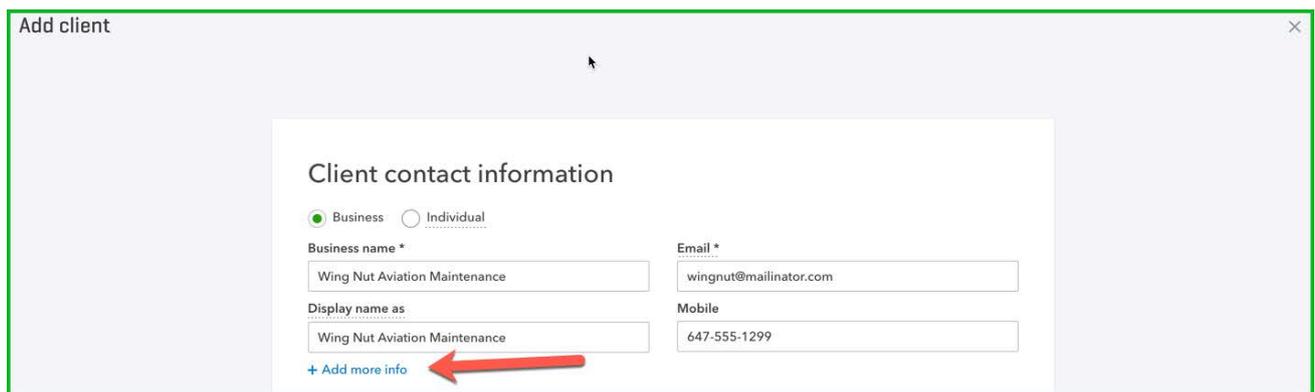
After completing this chapter, you should be able to:

- Setup a client file and add team members
- Set wholesale pricing for a client file
- Import list information including chart of accounts
- Edit company settings
- Sales form setup
- User setup

COMPANY SETUP

You can setup *QuickBooks Online* for your client from the *QuickBooks Online Accountant*. In the **QBOA** window, click the **Add Client** button. QBO displays basic information for your company.

1. Enter the **Client contact information**.
2. Click the **Add more info link** to add contact details for the client.



The screenshot shows a window titled "Add client" with a close button (X) in the top right corner. Inside the window is a form titled "Client contact information". At the top of the form are two radio buttons: "Business" (selected) and "Individual". Below this are four input fields arranged in a 2x2 grid:

Business name *	Email *
Wing Nut Aviation Maintenance	wingnut@mailinator.com
Display name as	Mobile
Wing Nut Aviation Maintenance	647-555-1299

At the bottom left of the form is a blue link labeled "+ Add more info" with a red arrow pointing to it.

3. Choose the **QuickBooks subscription** for your client (see next section for details on **Wholesale discount**)

QuickBooks subscription [Compare](#)

Wholesale discount (firm is billed) Direct discount (client is billed)

EasyStart \$13/mo over 20% off for life of the subscription ¹	\$10/mo
Essentials \$27/mo over 50% off for life of the subscription ¹	\$13/mo
Plus \$40/mo 50% off for life of the subscription ¹	\$20/mo Most Popular
TOTAL	\$0/mo

QUICKBOOKS SUBSCRIPTIONS

As part of the QuickBooks Online Accountant version you have the benefit of offering your client's wholesale pricing. There are two wholesale billing options.

Option #1 Wholesale discount (firm is billed)

In this option your firm will pay for the client's subscription. You'll receive the wholesale pricing discount of 50%. In this option the wholesale pricing details are the following:

- **Discount** – 50% off (**NOTE:** 20% off for **Easy Start**)
- **Duration** – Life of the Subscription
- **Consolidated Billing** – all your clients that are included in your client list under wholesale pricing will display on one consolidated bill per month with one charge to your credit card
- **Unlimited Users** – For your clients where your firm pays, your clients can have unlimited users in their company file (regular company files are limited to 1,3, or 5 users)

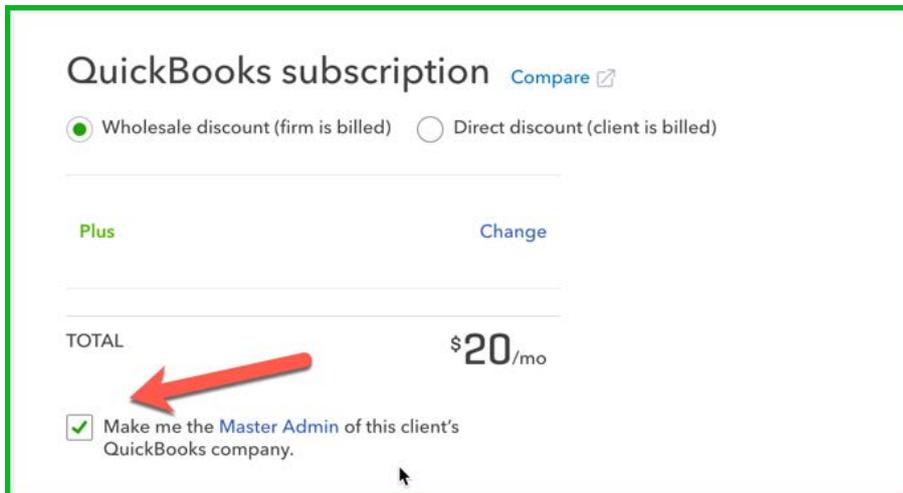
Benefits

- 50% off for the life of the subscription (**NOTE:** 20% off for Easy Start subscriptions)
- Consolidated Bill – one credit card charge and one bill that includes all your clients included under wholesale billing.

Option #2 Direct discount (client is billed)

When you choose this option, your client will pay for their subscription. The client will receive wholesale pricing. In this option the wholesale pricing details are the following:

- **Discount** – 50% off (**NOTE:** 20% off of **Easy Start**)
 - **Duration** – 1 year
4. Choose the subscription for your client. QuickBooks displays the following window. If you'll be the Master Admin of the client's QuickBooks, click **Make me the Master Admin of this client's QuickBooks Company.**



5. Under the **Team Access** section of the client setup, you can select which team members in your firm can access your client.
6. Click **Save**.

Team access

Select which team members in your firm can access your client.

Amy Jackson (Firm Master Admin)

[Show less](#)

Find a team member

<input type="checkbox"/>	TEAM MEMBER	TITLE	EMAIL
<input type="checkbox"/>	Matt Pehrsson		
<input type="checkbox"/>	Tanis Young	Lead Bookkeeper	
<input type="checkbox"/>	Michael Di Lauro	Trainer	
<input type="checkbox"/>	Harley Davidson	Accounting Technician	harleydavidson@mailinator.com
<input type="checkbox"/>	Mark Thompson	Accounting Technician	markthompson@mailinator.com

Save

7. Enter the **Wholesale Billing Information** if required.

Wholesale Billing Information

We need your billing information to charge your account for clients you move to wholesale billing.

Cardholder name

Amy Jackson

Card number

Expiration date

Month Year

Security code

Billing address

City

Province/Territory Postal code

Ontario L5V 2C9

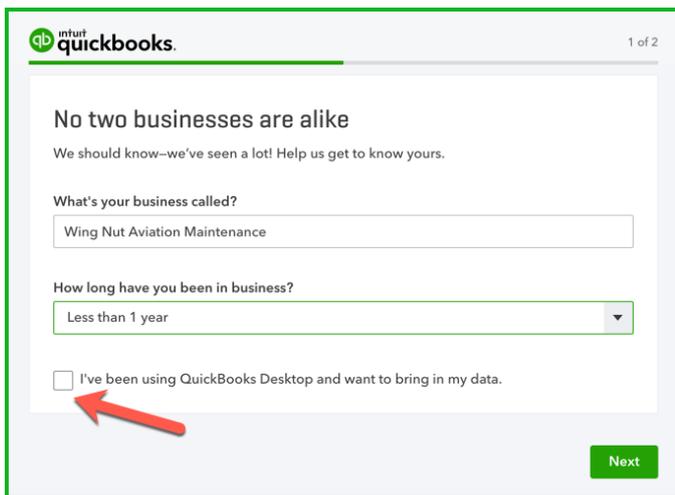
COMPANY SETUP

Following the basic setup, open the client file in QuickBooks Online Accountant.

Answer the remaining setup questions.

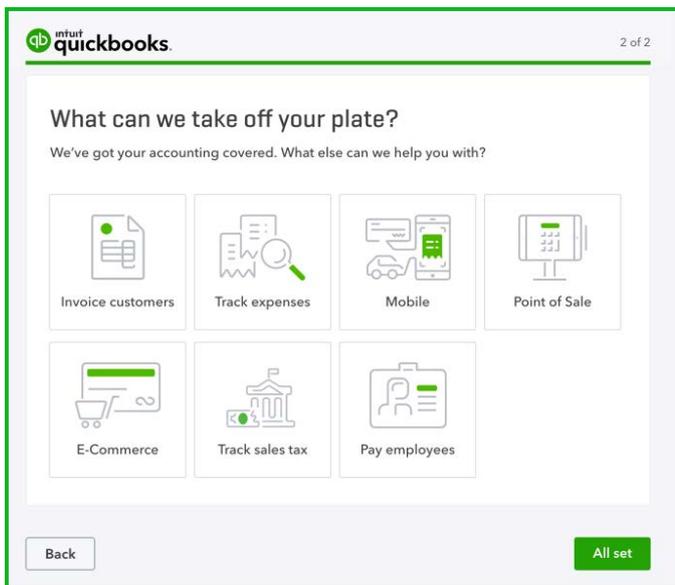
1. **What's your business called?**
2. **How long have you been in business?**
3. Click **Next**.

NOTE: If you're converting a client from QuickBooks Desktop you'll select **I've been using QuickBooks Desktop and want to bring in my data**.



The screenshot shows the 'No two businesses are alike' setup screen. It includes a text input field for 'What's your business called?' with the value 'Wing Nut Aviation Maintenance'. Below it is a dropdown menu for 'How long have you been in business?' set to 'Less than 1 year'. At the bottom, there is a checkbox labeled 'I've been using QuickBooks Desktop and want to bring in my data.' which is currently unchecked. A red arrow points to this checkbox. A 'Next' button is located at the bottom right of the form.

4. Choose the options available that apply to your client's business.
5. Click **All set**.



The screenshot shows the 'What can we take off your plate?' setup screen. It features seven selectable options, each with an icon and a label: 'Invoice customers', 'Track expenses', 'Mobile', 'Point of Sale', 'E-Commerce', 'Track sales tax', and 'Pay employees'. At the bottom left is a 'Back' button, and at the bottom right is an 'All set' button.

6. QuickBooks Online opens the company file to the **Home** page. The items chosen on the previous window now display at the top of the **Home** page. Click any item to complete the task.

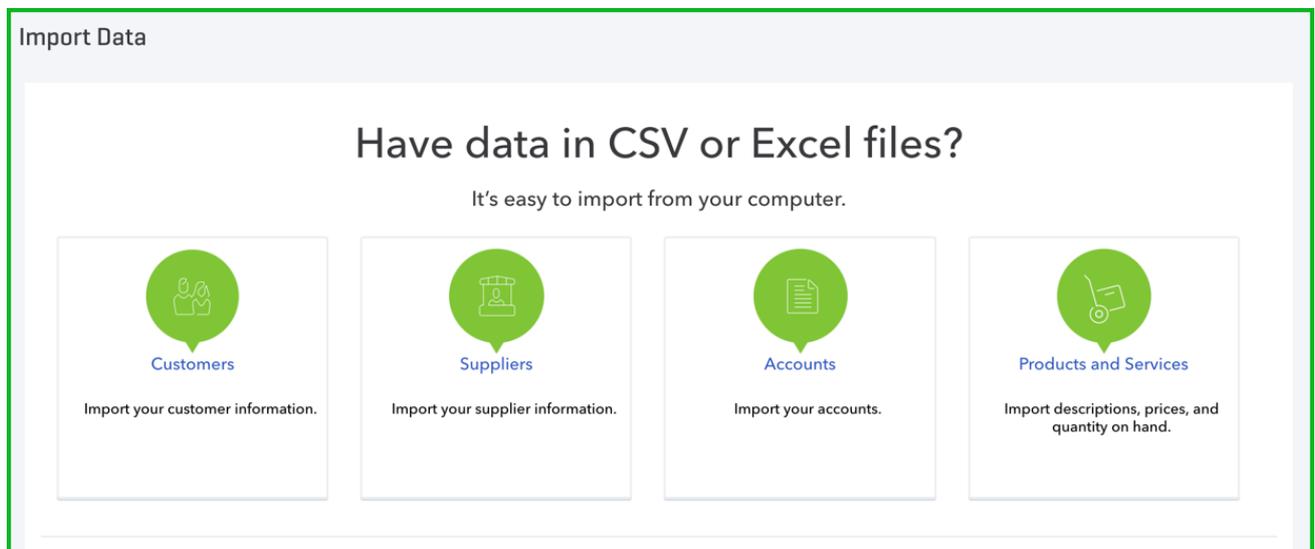
NOTE: It is recommended you setup the client's bank feed from this window. See Chapter 6 for review.

Importing Your Data

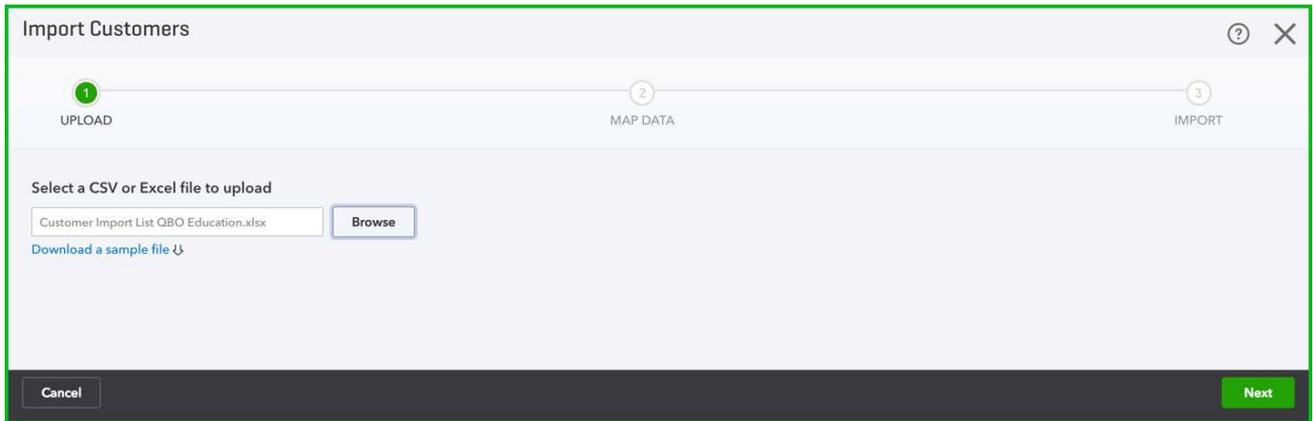
If you are currently using QuickBooks desktop or another accounting software program you can import list information into QuickBooks Online from Microsoft Excel.

To import a data file:

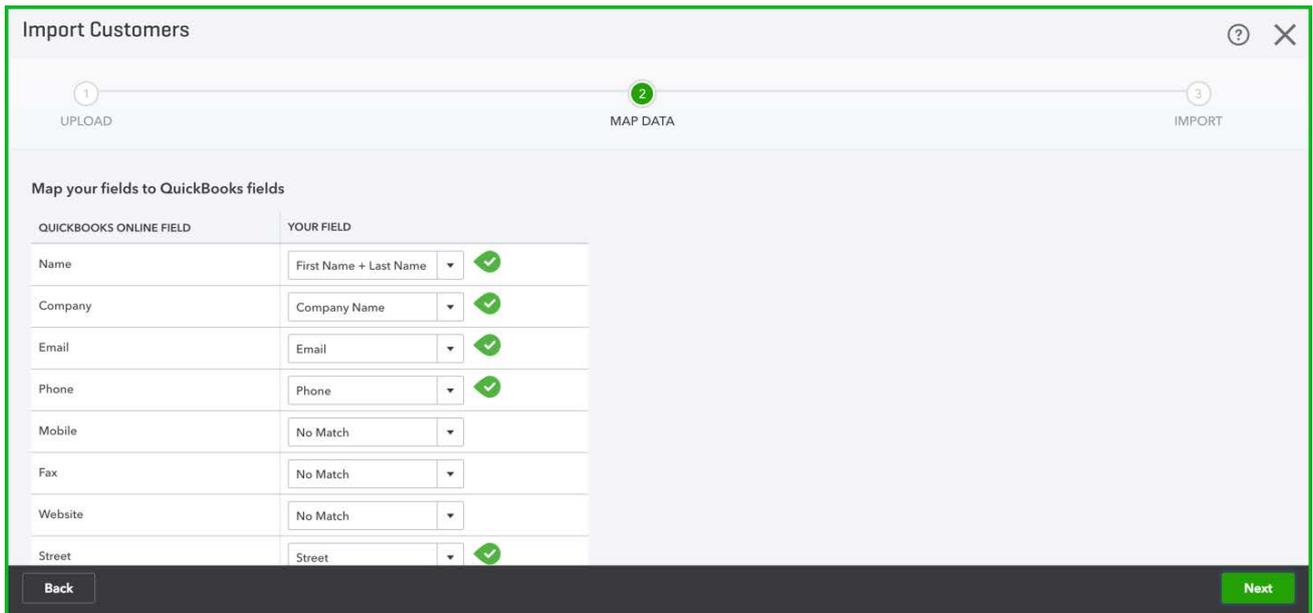
1. Go to the **Gear icon**
2. Click **Import Data**.
3. Then choose the type of data you would like to import.



4. Find your data.
5. Click **Next**.



6. Review the data to ensure it is mapping correctly.



7. Click **Next**.

8. Click Import to complete the import.

Import Customers ? ✕

1 UPLOAD 2 MAP DATA 3 **IMPORT**

18 records are ready to be imported

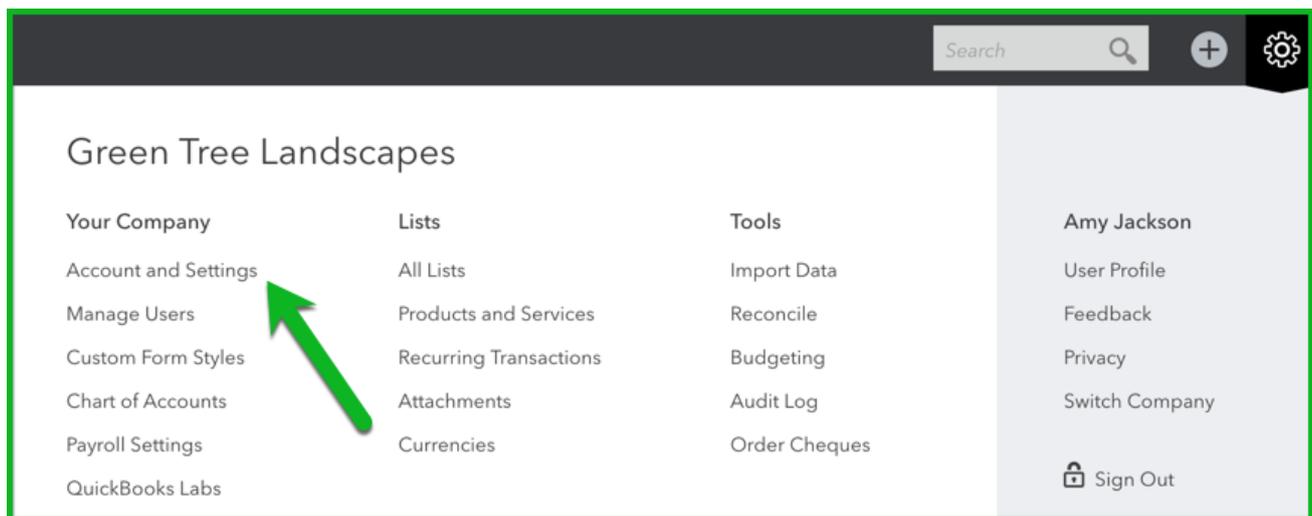
<input checked="" type="checkbox"/>	NAME	COMPANY	EMAIL	PHONE	STREET	CITY	PROVINCE/TERRITORY	POSTAL CODE
<input checked="" type="checkbox"/>	Elizabeth Barker		Contact@ge.ca	647-555-6141	231 Hazy Acres	Toronto	ON.	M4Y 2M1
<input checked="" type="checkbox"/>	Melissa Helms	Sherwood Park Comm	contact@intuit.com	647-555-9020	331 Harvest Arbor	Mississauga	ON.	L4N 9M1
<input checked="" type="checkbox"/>	Gerald Lupo	Hewitt & Packer Office	contact@hp.com	647-555-5895	431 Green Avenue	Markham	ON.	L6H 3K1
<input checked="" type="checkbox"/>	Jeremy White	Main Steet Shopping I	contact@nike.com	647-555-6141	531 Grand Bank	Toronto	ON.	M4Y 2M2
<input checked="" type="checkbox"/>	Dennis Bergen		contact@jhp.com	647-555-9998	631 Golden Bend	Mississauga	ON.	L4N 9M2
<input checked="" type="checkbox"/>	Kathy Funderburk	Sheraton Cavalier Mar	contact@sheraton.ca	647-555-2040	731 Gentle Canyon	Markham	ON.	L6H 3K2

Company Settings

In QuickBooks Online, there are settings that let you customize QuickBooks Online to your client's business. You can use these settings for a wide variety of purposes. The settings are where you enable features, disable features, and select options to customize QuickBooks Online around your company needs and your personal working style.

In this section, you'll only learn some of the basic settings needed when you first setup a client in QuickBooks Online.

1. Click the **Gear icon** menu in the top right corner.
2. Click **Account and Settings**.



3. The **Account and Settings** window displays for you. There are over 60 settings that can be edited in this window. When you first setup *QuickBooks Online*, it's not necessary to edit every setting. There are several important settings to edit. Other settings can be updated later.

Company Contact Information

The company information section at the top of the window is important. This contains the company contact information. This information will be completed with the information that you entered when you first setup the company file.

If the company contact information changes this is the location where you will update the information.

The contact information is entered in the **Company** Settings. Enter the **Business number** in the appropriate field.

The screenshot shows the 'Account and Settings' window with the 'Company' tab selected. A green arrow points to the 'Company name' field. The form contains the following fields and options:

- Company name**: Shown on sales forms and purchase orders. Text input field containing 'Green Tree Landscapes'.
- Legal name**: Used on tax forms. Checkmark box labeled 'Same as company name' is checked.
- Business Number (BN)**: Text input field containing '111111119'.
- Company logo**: Shown on sales forms and purchase orders. Image of a logo for 'GREEN TREE LANDSCAPE+'.
- Buttons**: 'Cancel' and 'Save' buttons.

Update, add or remove information in the **Contact info.** section.

Accounting Information

You can update the Accounting information under the **Advanced** section.

1. Click **Advanced**.
2. Click **Accounting**.
3. To save any changes, click **Save**.

The screenshot shows the 'Account and Settings' interface. On the left, a sidebar lists various settings categories: Company, Billing & Subscription, Sales, Expenses, Payments, and Advanced. The 'Advanced' category is selected, and a green arrow points to it. The main content area is titled 'Accounting' and contains several configuration options: 'First month of fiscal year' is set to 'January'; 'First month of income tax year' is set to 'Same as fiscal year'; 'Accounting method' is set to 'Accrual'; 'Close the books' is checked; 'Closing date' is set to '12/31/2016'; 'Allow changes after viewing a warning and entering password' is a dropdown menu; 'Password' and 'Confirm Password' fields are present; and 'Default tax rate selection' is set to 'Exclusive of Tax'. At the bottom of the 'Accounting' section, there are 'Cancel' and 'Save' buttons.

Set the fiscal year for your client, Closing Date, and other information in this section.

Note: Clients sometimes make mistakes that you want to avoid. QuickBooks Online has a feature called, **Close the Books** to help your clients avoid making these entries.

Close the Books

1. Select the **Close the books** option.
2. Enter the Closing date in the Closing date field. Enter a closing date. In addition to setting a closing date, QuickBooks Online lets you select one of two warning options.
 - a. First, you can choose, **Allow changes after viewing a warning**. This option will warn users that they are about to save a transaction that is dated prior to the closing date. If they choose, they can continue and save the transaction.
 - b. Second, you can choose **Allow changes after viewing a warning and entering password**. This option warns the user that they are about to save a transaction dated prior to the closing date as well as requires the user to enter a password. This is the best practice to ensure that users do not save entries in previous accounting periods.
3. Enter the password again in the **Confirm password** field. Now you know that Big Time Fitness cannot make errors in previous periods.
4. Click **Save**.

The screenshot shows the 'Account and Settings' page in QuickBooks Online. The left sidebar has a green arrow pointing to the 'Advanced' tab. The main content area is titled 'Accounting' and contains the following settings:

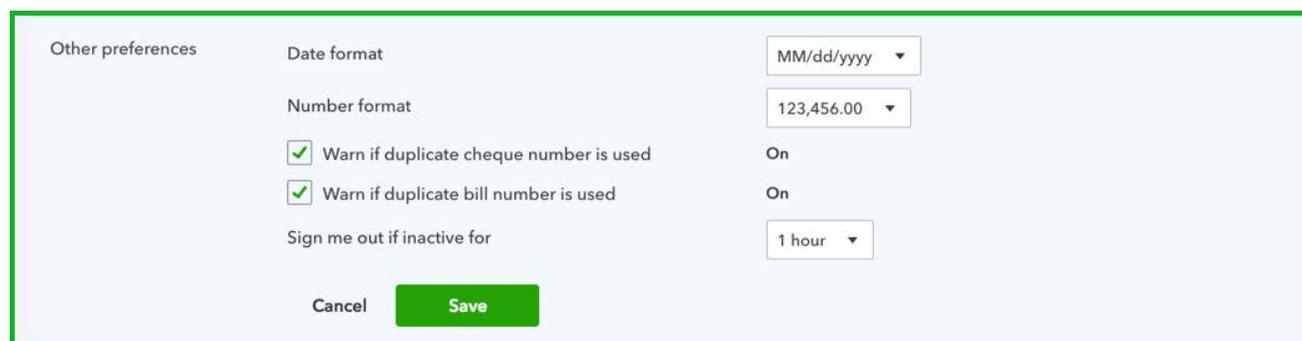
- First month of fiscal year: January
- First month of income tax year: Same as fiscal year
- Accounting method: Accrual
- Close the books: 12/31/2016
- Closing date: 12/31/2016
- Warning option: Allow changes after viewing a warning and entering password
- Password: [Redacted]
- Confirm Password: [Redacted]
- Default tax rate selection: Exclusive of Tax

At the bottom, there are 'Cancel' and 'Save' buttons.

Date, Time & Warning Settings

QuickBooks Online lets you edit the date and time setting within the software.

1. Click **Advanced**.
2. Click **Edit** next to the **Other preferences** settings.
3. Click **Date Format**.
4. Edit the **Date Format** for your client needs.
5. Click **Save**.
6. **Select**
7. Click **Done** to close the Company Settings window.



Other preferences

Date format MM/dd/yyyy ▾

Number format 123,456.00 ▾

Warn if duplicate cheque number is used On

Warn if duplicate bill number is used On

Sign me out if inactive for 1 hour ▾

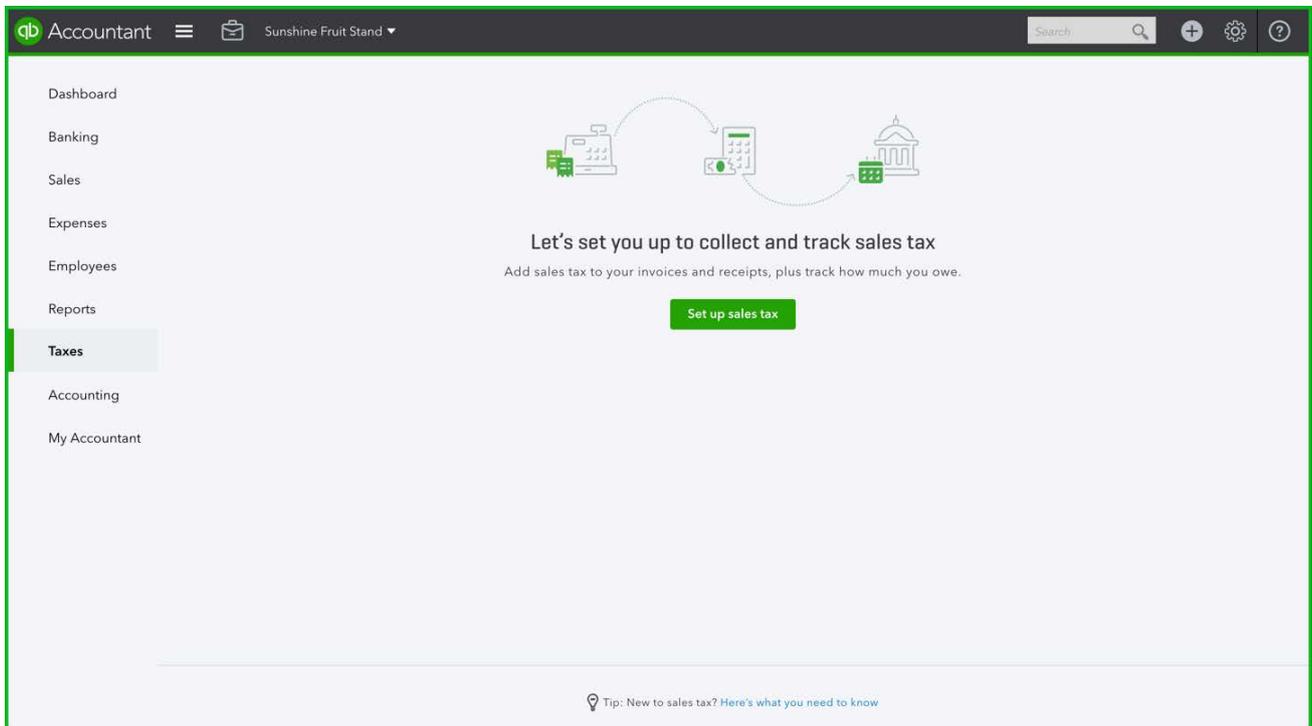
Cancel Save

Basic Sales Tax Setup

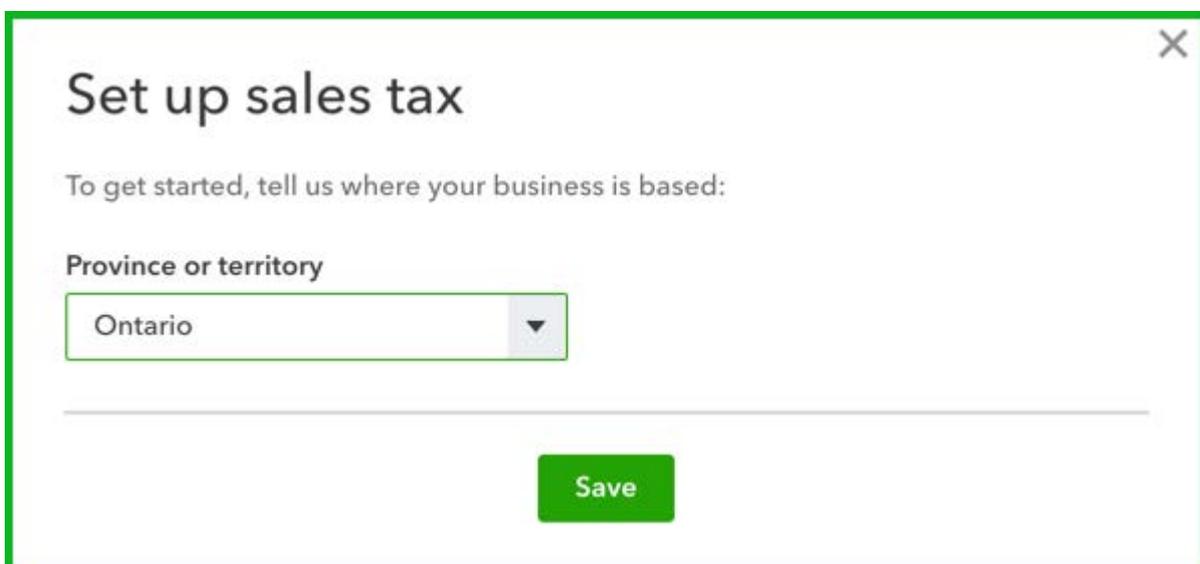
Before your clients record any sales or expenses, it's important to make sure that sales tax is setup. QuickBooks knows the location of your client's business based on their company information entered during the setup.

To complete the setup, you must enable the sales tax option. To turn on sales tax:

1. Click **Taxes**.
2. Click **Set up sales tax**.



3. Choose your **Province or Territory**.



4. Add the appropriate tax information for your client's business.
5. Click **Next**.

Set up sales tax

Tell us how you currently handle this tax and we'll do the rest.

Agency
Canada Revenue Agency

Start of current tax period
January

Filing frequency
Quarterly

Reporting method
 Accrual
 Cash

Business number (BN)

Next

QuickBooks confirms the setup of sales tax.

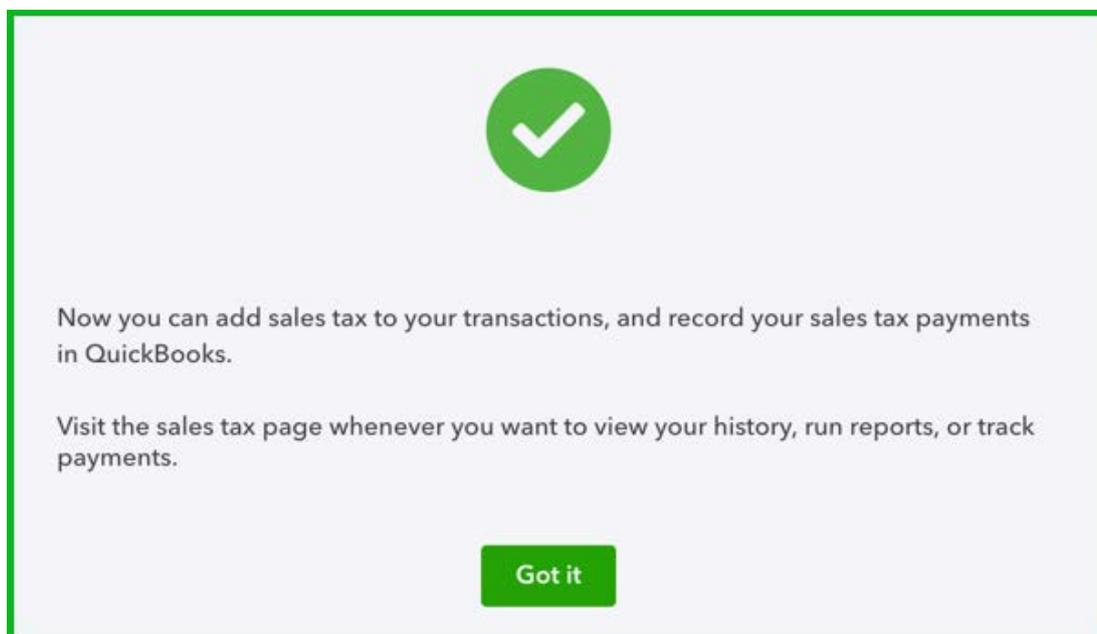


Chart of Accounts

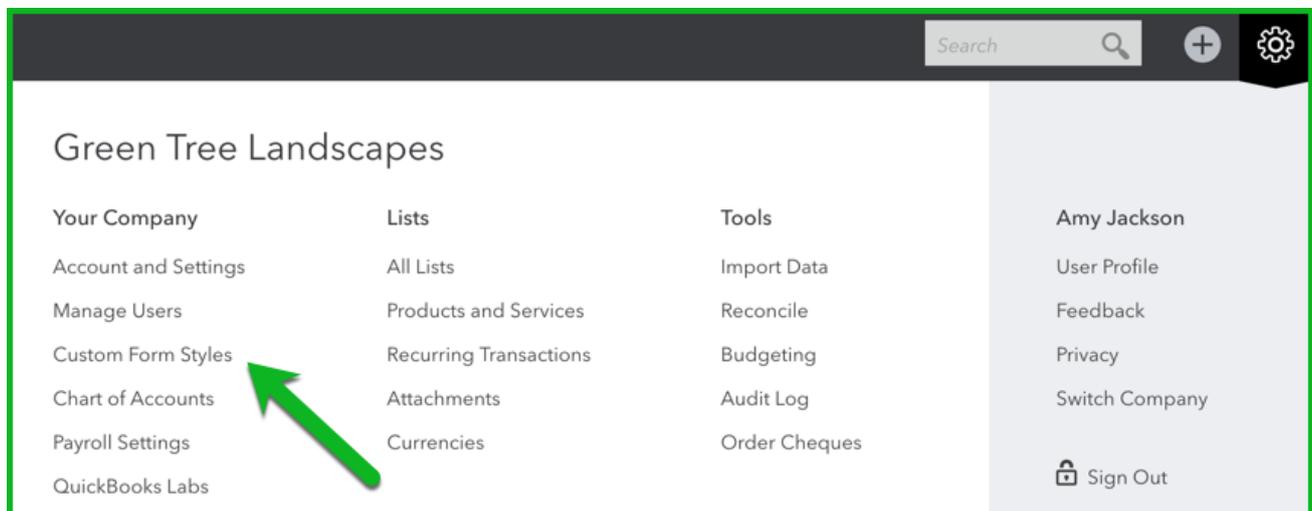
The chart of accounts is a critical part of *QuickBooks Online*. Click the Gear icon to view the Chart of Accounts. Who sets up the client file will determine what type of chart of accounts your clients have. The two different scenarios are the following:

1. **Client sets up QuickBooks Online:** If your clients purchase and setup QBO they will be asked for an industry type and they QBO will setup a chart of accounts for your client. This is convenient for your client because they will have sufficient information to get started. However, if you want to standardize the chart of accounts for all your clients, you will have some work to do.
2. **ProAdvisor sets up QuickBooks Online:** If you setup you client files from the QuickBooks Online Accountant version QuickBooks will provide you with a minimal chart of accounts. This lets you import or add a standard chart of accounts.

Customize invoices

To customize invoice templates:

1. Click the **Gear** icon.
2. Click **Custom Form styles**.



3. Click **New Style**. d **Invoice, Estimate or Sales Receipt**

Custom form styles

All lists

New style ▾

NAME	FORM TYPE	LAST EDITED	
TEST	Invoice	07/10/2017	Edit
Sales Invoice #1	Invoice	04/12/2017	Edit ▾
Estimate Template	Estimate	04/02/2017	Edit ▾
Template #2	Invoice	03/08/2017	Edit ▾
Standard	Master	11/22/2016	Edit ▾

Note: A green arrow points to the 'New style' dropdown menu, which is open to show 'Invoice', 'Estimate', and 'Sales receipt' options.

4. There are 2 main elements that you can edit in the customization of forms. They are the **Design** of the form and the **Content** the form will contain.

Create invoices that turn heads and open wallets

Design | Content | Emails | Payments

Everything saves automatically.

Invoice #4

- Change up the template
- Make logo edits
- Try other colours
- Get choosy with your font
- When in doubt, print it out

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew_peterson+1011@realworldtraining.com


GREEN TREE LANDSCAPES

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

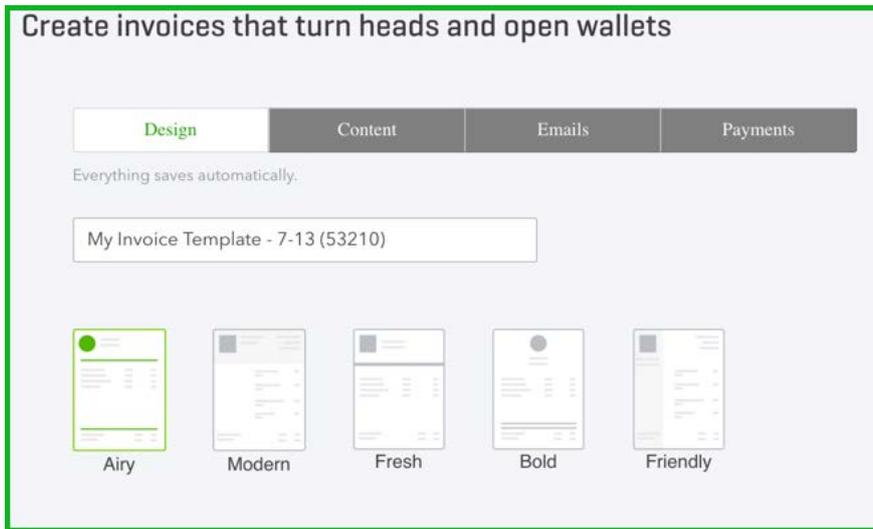
SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

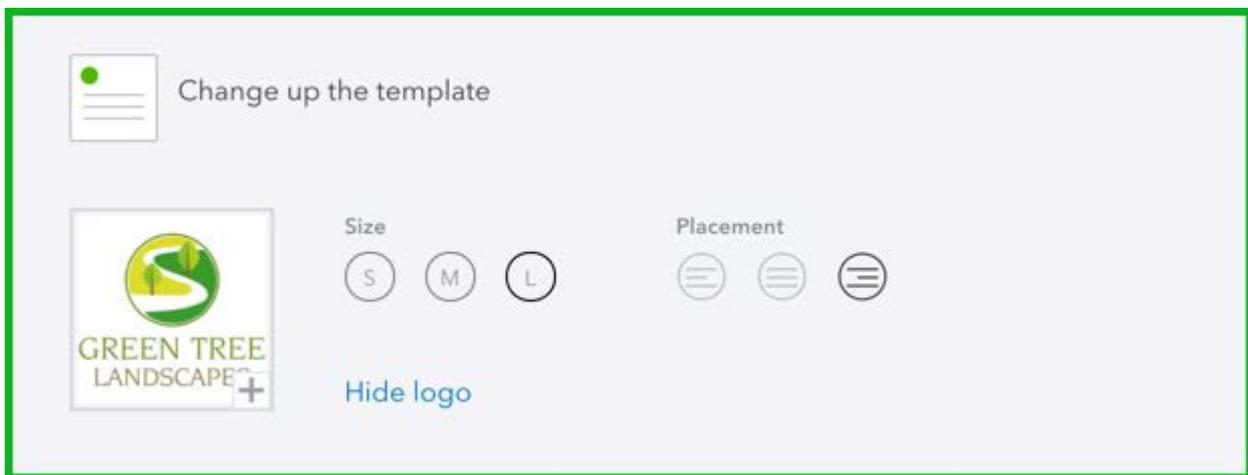
RATE	TAX	NET
HST @ 10.0%	90.00	450.00

[Preview PDF](#) [Done](#)

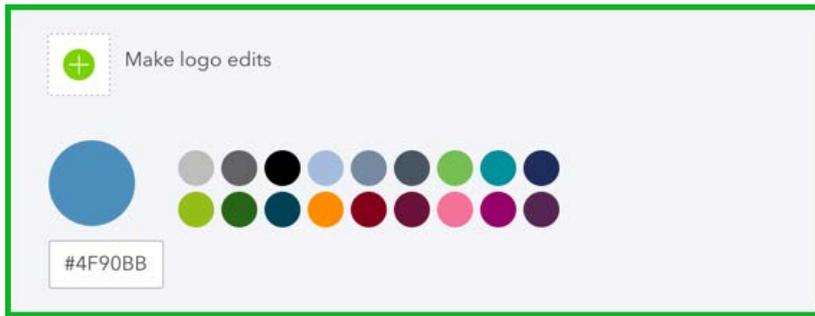
5. Click **Design** to customize the appearance of the form. From this window, you can do the following:
 - o Change the template. Click **Change up the Template**, and then choose from one of the 5 template options.



- o Click **Make Logo Edits**. Add or remove the logo, resize the logo and place it on the form, from this section.



- Click **Try Other Colours**. Choose from the color palette available or enter your own.



- Click **Get Choosy with your Font**. Select a font that works for your form.



- Click **When in Doubt Print it out** to edit the margins.



6. Click **Content** to customize the body of the form.

Create invoices that turn heads and open wallets

Design **Content** Emails Payments

Click the pencils on the right to edit each section.

Green Tree Landscapes
 5100 Spectrum Way
 Mississauga, ON L4W 5S2
 CA
 matthew_peterson+1011@realworldtraining.com



INVOICE

INVOICE TO
 Smith Co.
 123 Main Street
 City, ON K1T 2T1
 Business account number 987654321 RT 0001

INVOICE# 12345
 DATE 12/01/2018
 DUE DATE 12/02/2018
 TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
HST @ 10.0%	113.00
GST @ 5.0%	105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	80.00	450.00

Preview PDF Done

7. Click one of the three sections on the form template to the right. Click the Header, Body, or Footer to edit each section.

8. Click Header to edit the following:
 - o **Business name, phone, email,** and other contact information.
 - o Enter the Form name and choose Form Number options.
 - o Add or remove fields to display under the Display options.

Create invoices that turn heads and open wallets

Design | **Content** | Emails | Payments

Everything saves automatically.

Header

Business name
Green Tree Landscapes

Phone
Phone No

Email
matthew_peterson+1011@realworldtraining.com

Business number
111111119

[+ Address](#)

[+ Website](#)

Form

Form names
Invoice Invoice

Form numbers

Use custom transaction numbers

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew_peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
Item name Description of the item	1	225.00	GST @ 5.0%	225.00

Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
DISCOUNT 2%	-13.50
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GST @ 5.0%	-105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

9. Click the Table section to edit the body portion of the template.

Create invoices that turn heads and open wallets

Design | **Content** | Emails | Payments

Table

Account summary

Show on invoice

Activity table

COLUMNS: EDIT LABELS AND WIDTHS

Date

Description
 Include Quantity and Rate

Product/Service
 Include description here
 Category

Quantity

Rate

Tax

Amount

SKU

Green Tree Landscapes
5100 Spectrum Way
Mississauga, ON - L4W 5S2
CA
matthew_peterson+1011@realworldtraining.com

INVOICE

INVOICE TO
Smith Co.
123 Main Street
City, ON K1T 2T1
Business account number 987654321 RT 0001

INVOICE# 12345
DATE 12/01/2016
DUE DATE 12/02/2016
TERMS NET 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Item name Description of the item	2	225.00	HST @ 10.0%	450.00
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Thanks for your continued business. Please call or email if you have any questions or concerns about the services and products you received.

SUBTOTAL	675.00
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GST @ 5.0%	-105.00
DEPOSIT	10.00
TOTAL	\$893.00
BALANCE DUE	\$893.00

Tax summary

RATE	TAX	NET
HST @ 10.0%	90.00	450.00
GST @ 5.0%	11.25	225.00

Add or remove columns from the body of the template. Reorder the columns by dragging the icon to the left of the field up or down.

Click **Edit Labels and Widths** to edit how the columns display.

10. Click the **Footer** portion of the page to edit the footer. Add or remove information from the footer.

11. Click **Done** to complete the setup of the form.

Setup Users

You can add users for your client and assign them limited permissions within QuickBooks. There are 4 types of users:

- Regular or custom user
- Company Administrator
- Reports only
- Time Tracking only

To add a user:

1. Click the **Gear Icon** → click **Manage Users**.
2. Click **New**.

The screenshot shows two sections: 'Manage Users' and 'Accounting Firms'. The 'Manage Users' section contains a table with columns for Contact Name, Email Address, Access Rights, Billable User?, and Status. A single user, Amy Jackson, is listed with the email matthew.peterson@realworldtraining.com and Master Admin access rights. Below the table are buttons for New, Edit, Delete, and Activity. The 'Accounting Firms' section has a sub-header and a brief description, followed by a table with columns for Contact Name, Email Address, and Status. Amy Jackson is listed with the same email and Active status. Below this table are buttons for Invite Accountant, Edit, and Delete.

3. Choose a type of user → Next.

The screenshot shows the 'Choose user type' dialog box. It has a title bar with 'Choose user type' and 'Page 1 of 7'. Below the title bar is the instruction 'Choose a type of user.' followed by four radio button options: 'Regular or custom user' (selected), 'Company administrator', 'Reports only', and 'Time Tracking only'. Each option has a short description. At the bottom of the dialog are buttons for 'Cancel', '< Back', and 'Next >'. A 'Privacy' link is located at the bottom center.

4. Select the **user's access rights** → click **Next**.

5. Select the **user's administrative rights** → Click **Next**.

6. Enter the **Email address of the user to add** → Click **Next** → Click **Finish** to send the invitation to the user to complete the setup.

CHAPTER 8 – REPORTS IN QUICKBOOKS

There are many preset reports in QuickBooks Online that provide information for your client. They are listed in the Reports page on the navigation bar. Click the navigation bar to view what reports are available.

OBJECTIVES

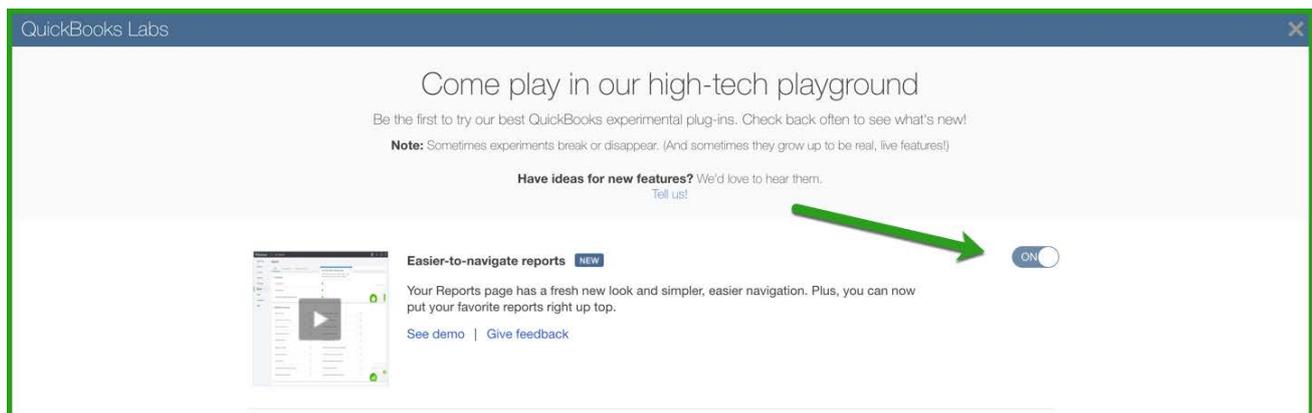
After completing this chapter, you should be able to:

- Create default reports for your client
- Customize a report using filters, and column customization
- Save reports as .pdf and .xls
- Save customized reports

REPORT CENTRE

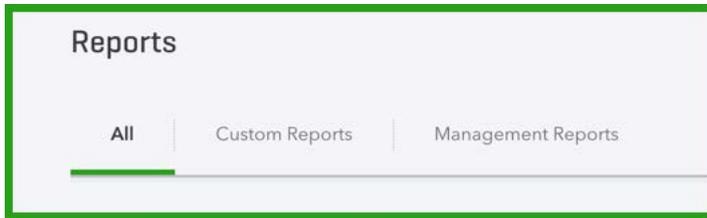
Click the **Reports** link in the navigation bar to open the report centre. The report centre includes several different categories of reports.

Recently QuickBooks updated the look of the Report Centre. If you don't see the information below, you can turn on the New Report Centre by going to the Gear icon > Click QuickBooks Labs and enable **Easier-to-navigate reports**.

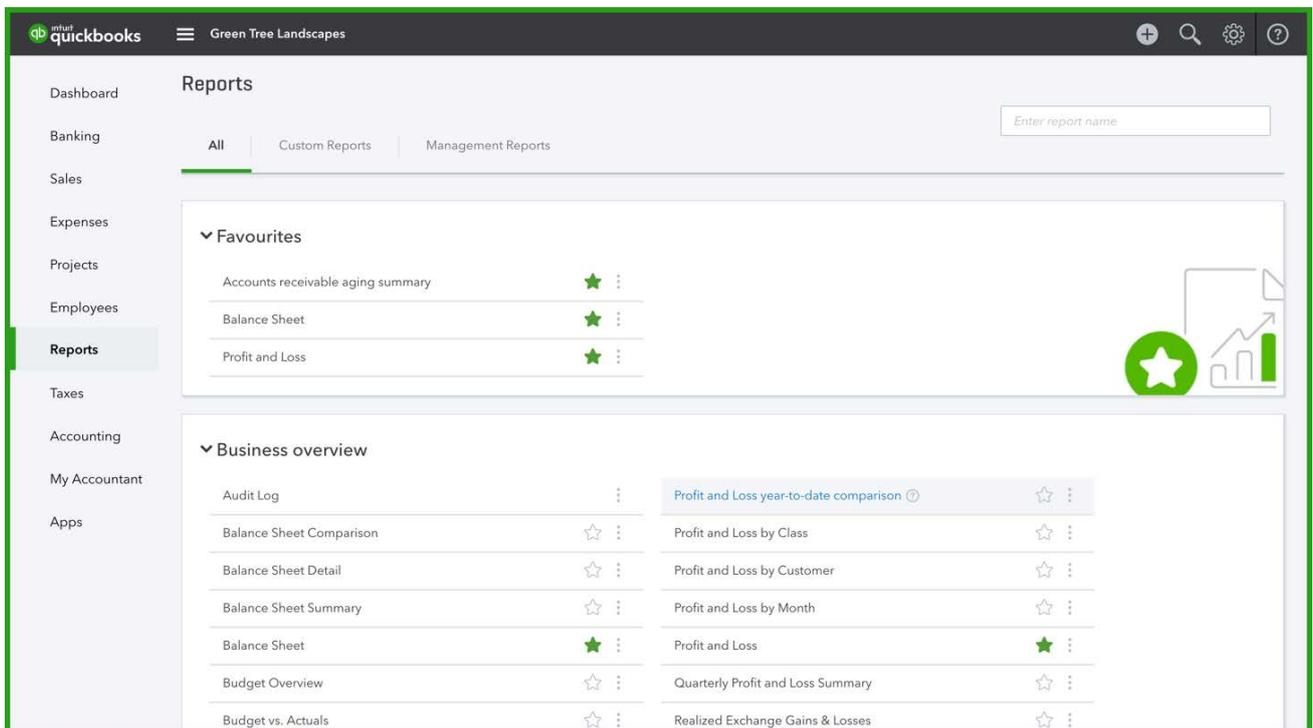


There are three tabs that include different reports available to you. They are:

- **All** – this is a list of all reports. The reports will be broken down into several different types of additional categories
- **Custom Reports** – a list of all saved customized reports
- **Management Reports** – groups of reports available to you to present more professional looking reports to your client



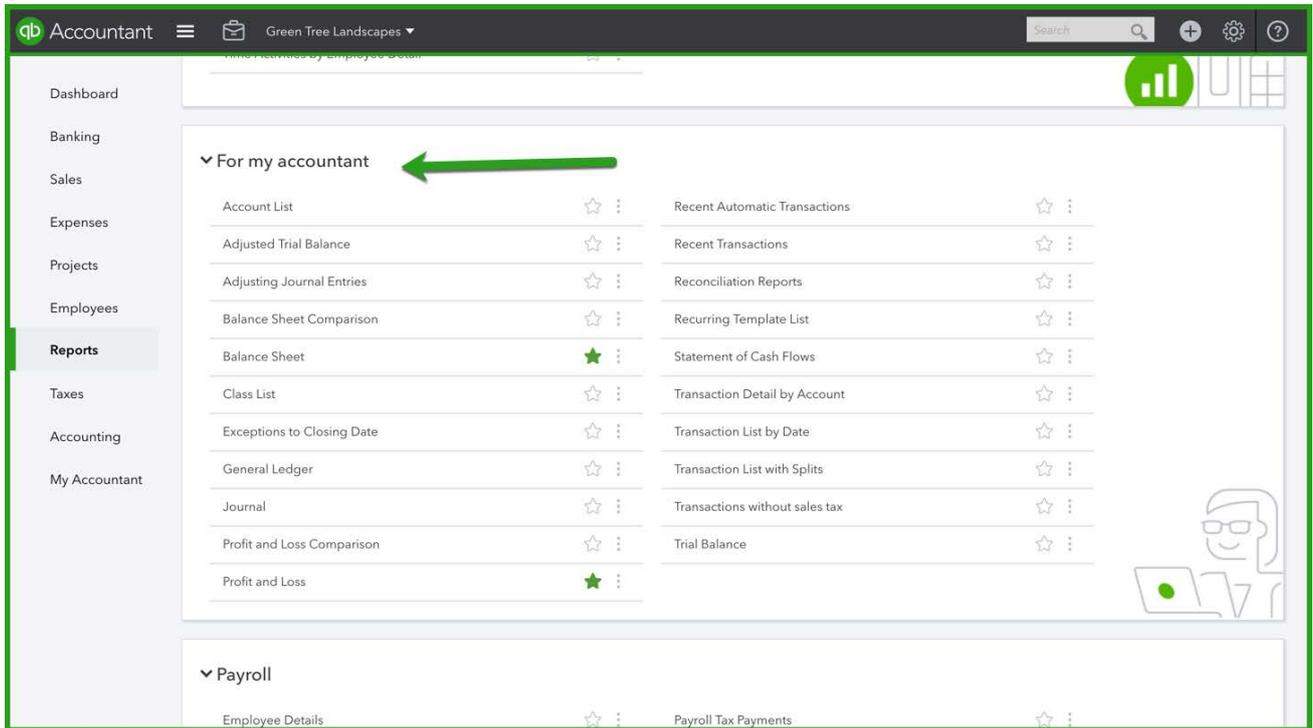
Scroll down in the All section to view the report categories and the reports listed in each category.



To view Accountant reports:

1. Scroll down to view For My Accountant.

Click any category of reports in the **For My Accountant Reports** section.



Profit & Loss Report

This report is also called an income statement. It summarizes your income and expenses for each income or expense account on your chart of accounts, so you can tell if you're operating at a profit or a loss. To create a profit and loss report:

1. On the **Reports** centre, scroll to **Business Overview**, click **Profit & Loss**.

The screenshot shows the QuickBooks Online interface for generating a Profit & Loss Report. At the top, there are filters for the report period (01/01/2017 to 07/13/2017), display columns (Total Only), and accounting method (Accrual). The report title is 'Green Tree Landscapes PROFIT AND LOSS January 1 - July 13, 2017'. The table below shows the following data:

	TOTAL
INCOME	
Billable Expense Income	500.00
Discounts given	-5,192.50
Markup	70.00
Sales	1,915,366.87
Sales of Labour	31,157.70
Sales of Product Income	55,003.20
Services	2,800.00
Total Income	\$1,999,705.27
COST OF GOODS SOLD	

Balance Sheet Report

To create a Balance Sheet report:

1. In **Business Overview** section, click **Balance Sheet**.

The screenshot displays the QuickBooks Online interface for generating a Balance Sheet report. At the top, there are filters for the report period (01/01/2017 to 07/13/2017), display columns (Total Only), and accounting method (Accrual). A 'Run report' button is visible. The report itself is titled 'Green Tree Landscapes BALANCE SHEET As of July 13, 2017'. The table below shows the following data:

	TOTAL
ASSETS	
Current Assets	
Daily Sales Clearing	3,000.00
HOLDBACK TEST	800.00
Inventory Asset	90,083.97
Undeposited Funds	302,422.07
Cash and cash equivalents	
BMO Chequing	458,520.52
BMO Chequing 4578	-4,723.94

CUSTOMIZING REPORTS

To change the view on any report:

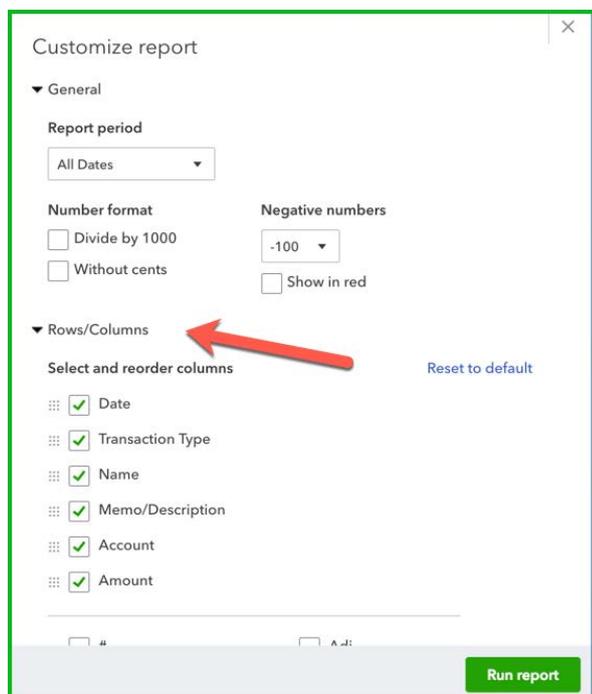
1. On any report, click **Customize**.
2. Edit the report using the two menu options on the report. You can sort the information add notes and edit the header of the report.
3. Click the right-side menu option to save the report or to send it to excel. Click the **Gear** icon to customize the columns.

The screenshot shows the customization interface for a report titled "Green Tree Landscapes". At the top left, there is a link to "Back to report list" and a "Report period" dropdown set to "All Dates". A "Customize" button and a green "Save customization" button are in the top right. Below the report period, a "Rows/columns" section is highlighted with a red box, containing a "Group by" dropdown set to "None" and a "Run report" button. Below this, a horizontal menu is also highlighted with a red box, containing "Sort", "Add notes", and "Edit header". To the right of this menu, another red box highlights icons for email, print, export, and a gear (settings). The main content area displays the report title "Green Tree Landscapes" and "TRANSACTION LIST BY DATE" for "All Dates". Below this is a table with the following data:

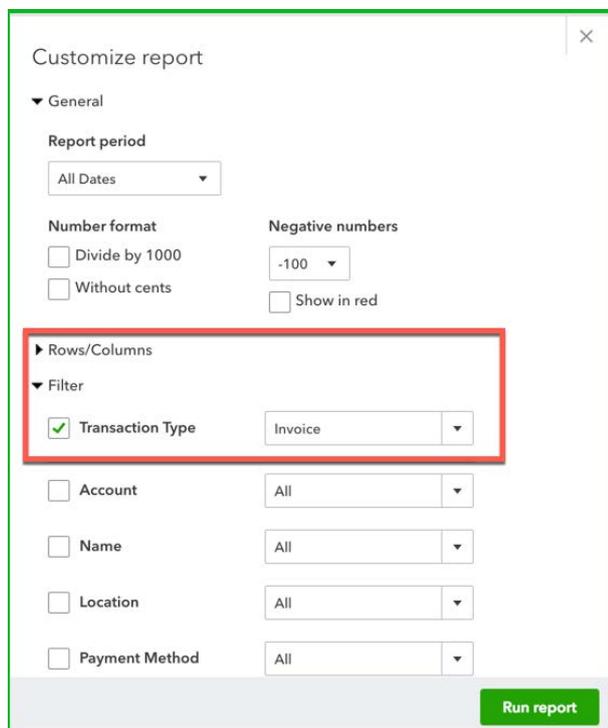
DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/28/2016	Bill	Amazon	Hubdoc - 10638499	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
02/28/2016	Bill	Amazon	Hubdoc - 10732240	Accounts Payable (A/P)	11.99
05/23/2016	Bill	Rogers	Hubdoc - 10459617	Accounts Payable (A/P)	133.28
05/23/2016	Bill	Rogers	Hubdoc - 10459617 - INV678	Accounts Payable (A/P)	133.28

4. Click **Customize** continue to customize the report. You can customize the report by changing the following:

- **Report period**
- **Number format**
- **Rows/Columns**
 - Select columns to add or remove
 - Drag and drop the columns to reorder



5. Click **Filter**.
 - o Select **Filter** → Choose more details
6. Click **Header/Footer** to edit the report information.
7. Click **Run Report**.



Customize report

▼ General

Report period

All Dates ▼

Number format

Divide by 1000

Without cents

Negative numbers

-100 ▼

Show in red

► Rows/Columns

▼ Filter

Transaction Type Invoice ▼

Account All ▼

Name All ▼

Location All ▼

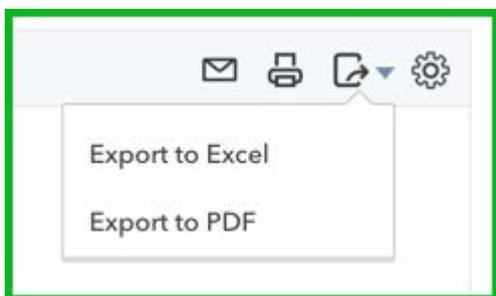
Payment Method All ▼

Run report

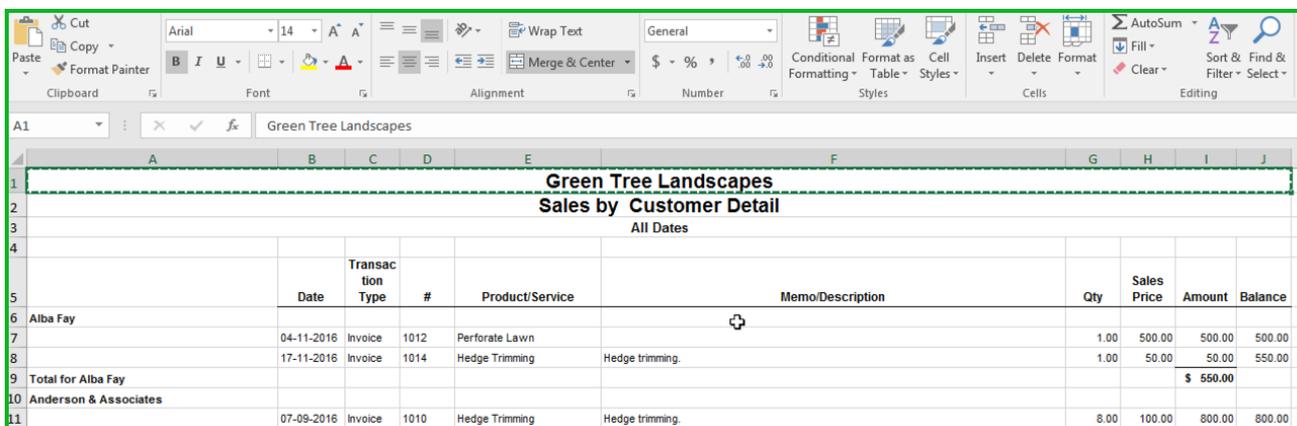
SENDING REPORTS TO EXCEL

QuickBooks is a powerful reporting tool. To further analyze you may want to use Excel to do further financial analysis. QuickBooks helps you get started by exporting reports to excel with one click exports. QuickBooks maintains the formulas and formatting after sending the report to Excel. To export a report to Excel:

1. Go to **Reports** and run a report.
2. On the report...click the Export report icon.



3. QuickBooks saves the report and downloads it to your computer. Click the report to open.

A screenshot of an Excel spreadsheet. The spreadsheet is titled 'Green Tree Landscapes Sales by Customer Detail' and is filtered for 'All Dates'. The data is organized into columns: Date, Transaction Type, #, Product/Service, Memo/Description, Qty, Sales Price, Amount, and Balance. The data includes transactions for Alba Fay and Anderson & Associates.

	Date	Transaction Type	#	Product/Service	Memo/Description	Qty	Sales Price	Amount	Balance
6	Alba Fay								
7		04-11-2016	Invoice	1012	Perforate Lawn				
8		17-11-2016	Invoice	1014	Hedge Trimming	1.00	50.00	50.00	550.00
9	Total for Alba Fay							\$ 550.00	
10	Anderson & Associates								
11		07-09-2016	Invoice	1010	Hedge Trimming	8.00	100.00	800.00	800.00

AUTOMATED REPORTS

Using QuickBooks Online, you can have reports automatically sent by email to yourself and others at regular times (e.g. 1st of the month).

Any customized reports can be saved as part of a **Report Group**.

Customize Save customization

Custom report name
Transaction List by Date

Add this report to a group
Monthly Reports

Add new group

Share with
All

Save

1. In **My Custom Reports**, click Edit to edit the Report Group Settings.
2. Click **Set email schedule**.
3. Edit the email schedule for your client.

Custom Report

Group Name
Monthly Reports

Set email schedule
ON

SET RECURRENCE

Repeats: Daily Every: 1 day(s)
Next Date: 03/02/2017 End: None
End Date: -

EMAIL INFORMATION

To: Financial reports for Green Tree Landscapes Cc

Cancel Save Save and close

CONCLUSION

To take the QuickBooks Online Certification exam, login to your QuickBooks Online Accountant account and then click the **ProAdvisor** tab. Click the **Certification** tab and click **Take exam**.

You can take additional training classes online or in classrooms across Canada. You can view all upcoming training classes in the Certification tab.

ADDITIONAL RESOURCES

Intuit Sales Team

Contact Sales at: **1-800-452-9970**

Resources for Accounting Professionals

Intuit Canada website

<https://quickbooks.intuit.ca>

Find-an-Accountant

Find a trusted network of experts and ProAdvisors who can help with your QuickBooks setup, bookkeeping and tax planning

<http://proadvisor.intuit.com/search/index-standalone.html?v3®ion=ca#/landing>

QuickBooks Online Training for Accountants and Bookkeepers

Current QuickBooks Online training schedules are included on this website, along with short videos, QuickBooks Online Certification training recordings, and resources for small businesses

<http://proadvisor.intuit.ca/cloud-accounting/accounting-resources/training.jsp>

QuickBooks Learn & Support

Search for resources which includes support articles, videos and tutorials that address the top FAQ's for QuickBooks Online, QuickBooks Desktop and T2 Corporate Tax

https://community.intuit.com/products/quickbooks-help-en-ca?_cr=3

Resources for Small Businesses

QuickBooks Small Business Centre

Small Business resource for Accountants and Bookkeepers that features topic like tax, working in the Cloud, Apps for your business and business growth strategies

<http://quickbooks.intuit.ca/r/>

QuickBooks Tutorials

Short videos with step-by-step instructions to learn how to use QuickBooks

<http://quickbooks.intuit.ca/tutorials/>

QuickBooks Webinars

Live online sessions that will help you get started on the features and functions of QuickBooks

<http://quickbooks.intuit.ca/tutorials/webinars/>

PAYMENTS, PAYROLL AND APPS

Payments

Get started with QuickBooks Online Payment

<http://quickbooks.intuit.ca/payments/>

Payroll

Features and benefits about Direct Deposit and QuickBooks Online Payroll

<http://quickbooks.intuit.ca/payroll-software/online-payroll-software/>

Apps

Browse and sign-up for Apps that enhance the QuickBooks experience

<https://apps.intuit.com/>

SOCIAL MEDIA

Intuit Accountants News Central

Accountant Blog that features Business and industry trends, newsletters and expert advice, on topic like Apps for your business and business growth strategies

<https://www.firmofthefuture.com/?countrySelect=Canada>

Facebook

Connect with Accountants and Intuit product experts to share insights and have questions answered

<https://www.facebook.com/IntuitQuickBooksCanada/>

Twitter

Have a question? Our Intuit experts are available to help

<https://twitter.com/QuickBooksCA>

YouTube

Videos and discussions

https://www.youtube.com/channel/UCM3hMaFsFdMIPznK_Og4nlQ/featured

Contact Us

In-product chat also available within the 'ProAdvisor' Support tab

https://help.quickbooks.intuit.com/en_CA/contact