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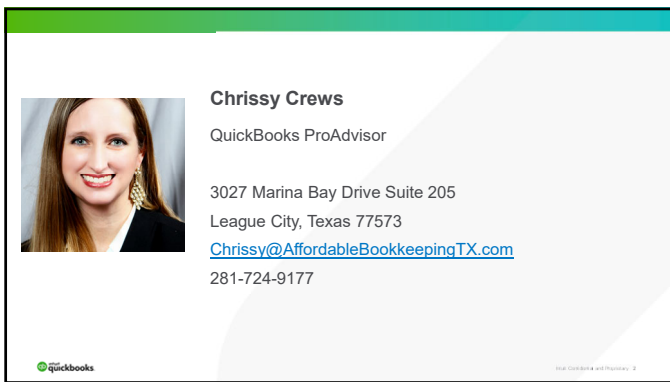
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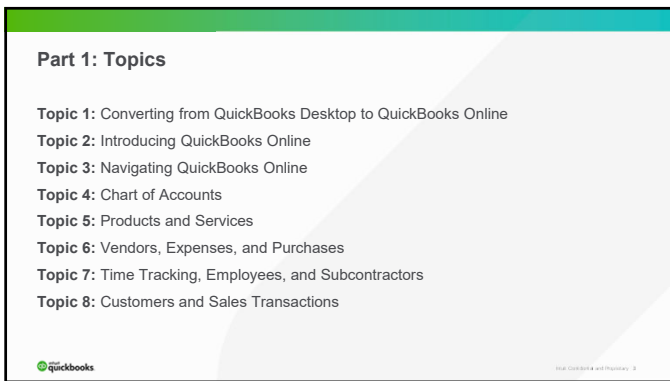
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**“Did You Know?”**

**Odds against small businesses:**  
 20% fail in the first year  
 50% fail in the first 5 years  
 Odds of success go up 89% if the small business works with an accounting professional and follows their advice



intuit quickbooks

intuit QuickBooks and Payments 4

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**QuickBooks Online Seminar**

**TOPIC 1:  
 CONVERTING FROM QUICKBOOKS DESKTOP  
 TO QUICKBOOKS ONLINE**



intuit QuickBooks and Payments

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**Converting from QuickBooks Desktop to QuickBooks Online**

**Business is better with a PROAdvisor.**  
 A PROAdvisor is a QuickBooks certified independent accounting pro who can provide strategic insights to drive small business success.

**Find an accountant or bookkeeper who loves your business as much as you do.**



<https://quickbooks.intuit.com/find-an-accountant/>

intuit QuickBooks and Payments 6

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## Slide 4

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**FG1** This isn't very credible without a source and definition of "small business." Should at least add a source and year to this page. Is there any way to find the speech by Brad Smith to see his source?

Francis, Gregory, 6/20/2020

**FG2** This also shouldn't state "recently," as it's been 2 years since Brad Smith was CEO.

Francis, Gregory, 6/20/2020

**QuickBooks Online Seminar**

TOPIC 2:  
INTRODUCING QUICKBOOKS ONLINE



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**Topic 2: Introducing QuickBooks Online**

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Identify the benefits of using QuickBooks Online
- Determine which subscription level of QuickBooks Online is best for your business



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**Technical Benefits**

✓ Cloud-based software ( <a href="https://qbo.intuit.com">https://qbo.intuit.com</a> )	✗ Less data entry
✓ QuickBooks Mobile and Desktop apps	✗ No expensive equipment or networks to maintain
✓ Accessible across multiple operating systems and devices	✗ No Accountant Copy to manage
✓ Real-time, multi-user access from anywhere	✗ No expensive equipment needed
✓ Hosted, updated, and secured by Intuit servers using bank-level 128-bit SSL encryption	✗ No networks to maintain
✓ Integrated document management	✗ No continual software updates
✓ Ecosystem of apps with seamless integration	✗ No backups required

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### Subscription Levels

Pick your flavor

Buy now for 50% off for 3 months\*  Free trial for 30 days

Small Business

Simple Start	Essentials	Plus	Advanced
\$25	\$45	\$70	\$150
<b>\$12/mo</b>	<b>\$20/mo</b>	<b>\$35/mo</b>	<b>\$75/mo</b>
<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>

Need help choosing a plan? | 1.844.425.1200 | Schedule call

Intuit QuickBooks and Population 18

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### Subscription Level Features

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

Simple Start	Essentials	Plus	Advanced
\$25	\$45	\$70	\$150
<b>\$12/mo</b>	<b>\$20/mo</b>	<b>\$35/mo</b>	<b>\$75/mo</b>
<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>

- Simple Start Features:**
  - Track income & expenses
  - Capture & organize receipts
  - Maximize tax deductions
  - Invoice & accept payments
  - Run basic reports
  - Send estimates
  - Track mileage
  - Manage 1099 contractors
  - Track sales & sales tax
  - 1 user
  - 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)
  - 20+ standard reports
- Essentials Features:**
  - Track income & expenses
  - Capture & organize receipts
  - Maximize tax deductions
  - Invoice & accept payments
  - Run advanced reports
  - Send estimates
  - Track mileage
  - Manage 1099 contractors
  - Track sales & sales tax
  - 1 user
  - 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)
  - 20+ standard reports
- Plus Features:**
  - Track income & expenses
  - Capture & organize receipts
  - Maximize tax deductions
  - Invoice & accept payments
  - Run advanced reports
  - Send estimates
  - Track mileage
  - Manage 1099 contractors
  - Track sales & sales tax
  - 1 user
  - 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)
  - 20+ standard reports
- Advanced Features:**
  - Track income & expenses
  - Capture & organize receipts
  - Maximize tax deductions
  - Invoice & accept payments
  - Run advanced reports
  - Send estimates
  - Track mileage
  - Manage 1099 contractors
  - Track sales & sales tax
  - 1 user
  - 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)
  - 20+ standard reports

Intuit QuickBooks and Population 11

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### QuickBooks Online Simple Start

Track Income & Expenses  
 Capture & organize receipts  
 Maximize tax deductions  
 Invoice & accept payments  
 Run basic reports  
 Send estimates  
 Track mileage  
 Manage 1099 contractors  
 Track sales & sales tax  
 1 user  
 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)  
 20+ standard reports

**Simple Start**  
 \$25  
**\$12/mo**  
[Buy now](#)

- Track income & expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Run basic reports
- Send estimates
- Track sales & sales tax
- Manage 1099 contractors

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**QuickBooks Online Essentials**

**Everything in Simple Start, plus:**

- Manage bills (Accounts Payable)
- Multiple currencies
- Recurring transactions
- Track time
- Delayed charges & credits
- Unlimited users for time tracking
- Track billable hours by customer
- Multiple users (up to 3) with user permissions
- 40+ standard reports

**Essentials**

\$40  
**\$20** /mo

[Buy now](#)

- Track income & expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Track miles
- Run enhanced reports
- Send estimates
- Track sales & sales tax
- Manage 1099 contractors
- Manage bills

Intuit QuickBooks and Popularity 13

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**QuickBooks Online Plus**

**Everything in Simple Start and Essentials, plus:**

- Unlimited users for reports only
- Purchase Orders
- Class & Location tracking
- Track inventory using FIFO by Location & Class
- Inventory bundles
- Projects
- Prepare and print 1099-Misc
- Budgets
- Two-sided items
- Access for 5 users with permissions
- 65+ reports

**MOST POPULAR**

**Plus**

\$70  
**\$35** /mo

[Buy now](#)

- Track income & expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Track miles
- Run comprehensive reports
- Send estimates
- Track sales & sales tax
- Manage 1099 contractors
- Manage bills

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**QuickBooks Online Advanced**

**Everything in Simple Start and Essentials, plus:**

- Unlimited general ledger accounts, classes and locations
- Batch import or send invoices
- Automated workflows
- Enhanced custom fields
- ChronoBooks backup & restore
- Access for 25 users with advanced permissions
- 3 Accountant users
- Revenue Streams: configurable interactive dashboard
- 80+ reports
- Priority Circle membership
- Google Sheets integration
- Smart Reporting by Fathom

**Advanced**

\$140  
**\$75** /mo

[Buy now](#)

- Track income & expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Track miles
- Run more powerful reports
- Send estimates
- Track sales & sales tax
- Manage 1099 contractors
- Manage & pay bills

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**Which QuickBooks Online?**

**Business Example #1:**  
 Sells cosmetics at house parties  
 Keeps track of income and expenses  
 No inventory, one user  
 All expenses paid via credit card



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**Which QuickBooks Online?**

**QBO Simple Start!**


Simple Start

\$25

**\$12/mo**

[Buy now](#)

- ✓ Track income & expenses
- ✓ Capture & organize receipts
- ✓ Maximize tax deductions
- ✓ Invoice & accept payments
- ✓ Track miles
- ✓ Run general reports
- ✓ Send estimates
- ✓ Track sales & sales tax
- ✓ Manage 1099 contractors



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**Which QuickBooks Online?**

**Business Example #2:**  
 Dental practice  
 Third party billing software  
 Records revenue using single customer name  
 Pays bills by check  
 Needs access for Doctor, Office Manager, bookkeeper, and CPA



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### Which QuickBooks Online?


**QBO Essentials!**

**Essentials**

\$40  
**\$20** /mo

[Buy now](#)

- ✓ Track income & expenses
- ✓ Capture & organize receipts
- ✓ Maximize tax deductions
- ✓ Invoice & accept payments
- ✓ Track miles
- ✓ Run enhanced reports
- ✓ Send estimates
- ✓ Track sales & sales tax
- ✓ Manage 1099 contractors
- ✓ Manage bills



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### Which QuickBooks Online?

**Business Example #3:**  
Interior design firm  
Billable expenses  
Inventory items  
Track revenue by designer  
Budgets and time tracking



Intuit QuickBooks and Payments 20

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### Which QuickBooks Online?

**QBO Plus!**


**MOST POPULAR**

**Plus**

\$70  
**\$35** /mo

[Buy now](#)

- ✓ Track income & expenses
- ✓ Capture & organize receipts
- ✓ Maximize tax deductions
- ✓ Invoice & accept payments
- ✓ Track miles
- ✓ Run comprehensive reports
- ✓ Send estimates
- ✓ Track sales & sales tax
- ✓ Manage 1099 contractors
- ✓ Manage bills



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**Which QuickBooks Online?**

**Business Example #4:**  
 Mortgage company  
 Needs to track appraisal value of each home for reporting to state  
 Needs drop-down loan type list in QBO  
 Needs contact person to appear on documents



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**Which QuickBooks Online?**

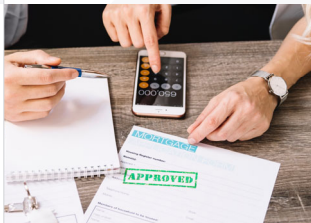
**QBO Advanced!**

**Advanced**

\$150  
**\$75** /mo

[Buy now](#)

- ✓ Track income & expenses
- ✓ Capture & organize receipts
- ✓ Maximize tax deductions
- ✓ Invoice & accept payments
- ✓ Track miles
- ✓ Run most powerful reports
- ✓ Send estimates
- ✓ Track sales & sales tax
- ✓ Manage 1099 contractors
- ✓ Manage & pay bills



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**QuickBooks Online Seminar**

**TOPIC 3:**  
 NAVIGATING QUICKBOOKS ONLINE



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### Topic 3: Navigating QuickBooks Online

**LEARNING OBJECTIVES**

- Upon completion of this topic, you should be able to:
  - Recognize the steps to manage Account and Settings
  - Identify accounting related preferences
  - Specify the steps to modify Users
  - Identify additional transactions in the + New menu
  - Understand the Left Navigation Bar
  - Specify the steps to modify Lists



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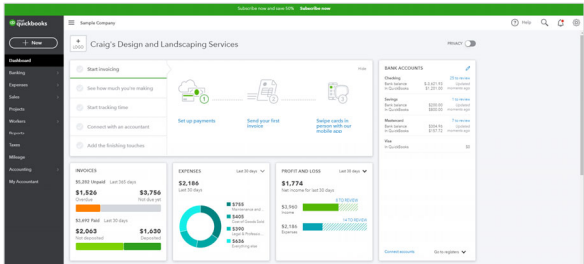
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### QuickBooks Online Test Drive Company

Test Drive [qbo.intuit.com/redirect/testdrive](https://qbo.intuit.com/redirect/testdrive) [qbo.intuit.com/redirect/testdrive\\_us\\_advanced](https://qbo.intuit.com/redirect/testdrive_us_advanced)



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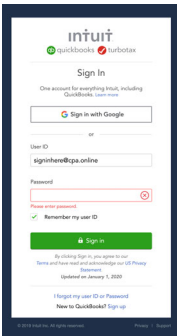
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### Signing into QuickBooks Online



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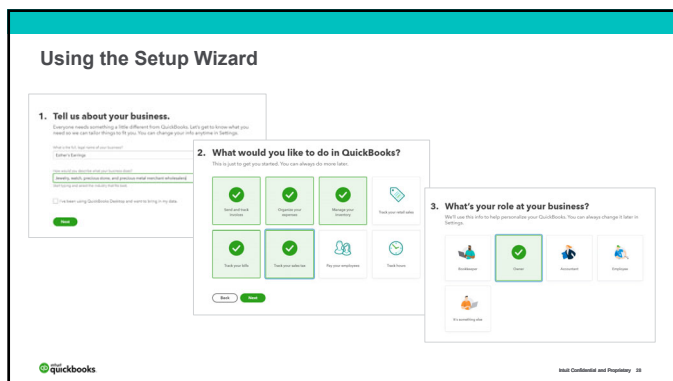
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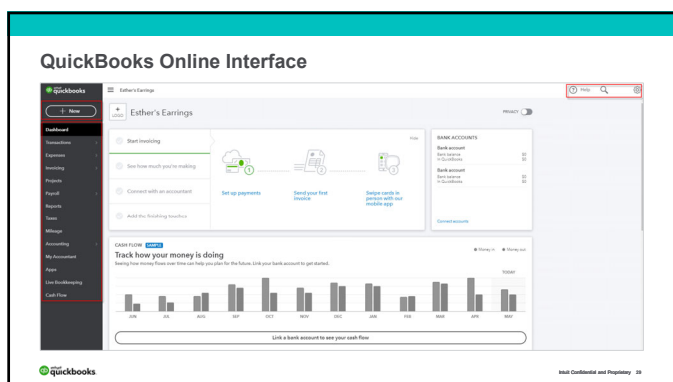
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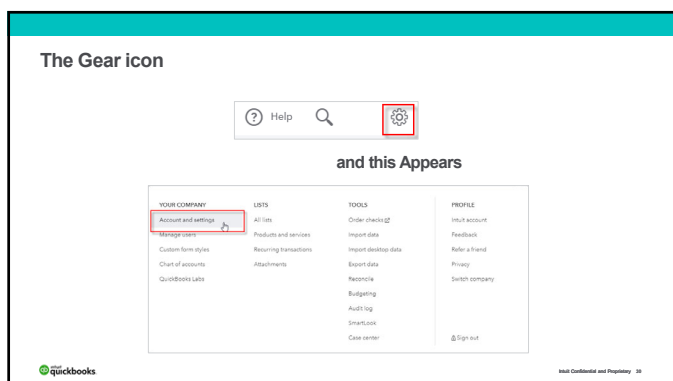
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### Setting Up Your Company Books

Account and Settings

**Account and Settings**

- Company
- Billing & Subscription
- Usage
- Sales
- Expenses
- Payments
- Advanced

Click on the appropriate tab to set up your features.

**Account and Settings**

- Company
- Billing & Subscription
- Usage
- Sales
- Expenses
- Payments
- Advanced

Click on the appropriate tab to set up your features.

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### Company

Company name

Company name  
Legal name  
EIN/SSN

Company type  
Tax form  
Industry

Contact info  
Company email  
Customer-facing email  
Company phone  
Website

Address  
Company address  
Customer-facing address  
Legal address

Enter a 4-digit  
code as company name

Jewelry, health, pet services, and practice retail

enter@ltdbr.com@books.com  
Same as company email

Same as company address  
Same as company address

Type your company information in each box or field.

Type your company information in each box or field.

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### Billing and Subscription

**QuickBooks Plus**  
\$70/mo  
Includes everything you need to keep your QuickBooks online (2023/2024) private and secure.

Upgrade your plan  
Downgrade your plan  
Cancel your trial

Subscription fee: **\$70/mo**

**QuickBooks Self-Service Payroll**

Pay employees with free direct deposits.

- Automatically tax employees on every paycheck
- File and pay federal and state payroll taxes
- Employees can view pay stubs and W-2s online

Free 30-day trial

**TSheets Time Tracking**

Track time on any device to streamline payroll, and increase productivity and time throughout your year.

- Get accurate clock-in and clock-out times, even on mobile
- Build, edit, and print schedules by job or on the go
- Automatically add employees to timesheet for better, more accurate time entry

Requires paid QuickBooks Online subscription

**QuickBooks Live Full-Service Bookkeeping**

A dedicated team of bookkeepers will handle your QuickBooks bookkeeping for you.

- Keep your books accurate and up to date
- Receive the benefit of your business by receiving reports
- Get any help for tax time with a specialized team and review

Requires paid QuickBooks Online subscription

**QuickBooks Live Bookkeeping Setup**

As a customer, you'll choose your features and give you a custom set of QuickBooks setup.

- Get real-time updates on the accuracy of your books
- Learn best practices for creating custom reports, creating and using
- Receive expert advice on your bookkeeping questions

**QuickBooks Online Payments**

Accept payments online or in person.

- Customers can pay by credit, debit card, Apple Pay, or Venmo
- Real-time or scheduled automatic deposits

Free 30-day trial

**Checks and supplies**

Get the products you need to help run your business easily and efficiently.

- Choose from popular check styles
- Keep on time with billing with bar codes
- Reordering is a snap

**QuickBooks Plus**  
\$70/mo  
Includes everything you need to keep your QuickBooks online (2023/2024) private and secure.

Upgrade your plan  
Downgrade your plan  
Cancel your trial

Subscription fee: **\$70/mo**

**QuickBooks Self-Service Payroll**

Pay employees with free direct deposits.

- Automatically tax employees on every paycheck
- File and pay federal and state payroll taxes
- Employees can view pay stubs and W-2s online

Free 30-day trial

**TSheets Time Tracking**

Track time on any device to streamline payroll, and increase productivity and time throughout your year.

- Get accurate clock-in and clock-out times, even on mobile
- Build, edit, and print schedules by job or on the go
- Automatically add employees to timesheet for better, more accurate time entry

Requires paid QuickBooks Online subscription

**QuickBooks Live Full-Service Bookkeeping**

A dedicated team of bookkeepers will handle your QuickBooks bookkeeping for you.

- Keep your books accurate and up to date
- Receive the benefit of your business by receiving reports
- Get any help for tax time with a specialized team and review

Requires paid QuickBooks Online subscription

**QuickBooks Live Bookkeeping Setup**

As a customer, you'll choose your features and give you a custom set of QuickBooks setup.

- Get real-time updates on the accuracy of your books
- Learn best practices for creating custom reports, creating and using
- Receive expert advice on your bookkeeping questions

**QuickBooks Online Payments**

Accept payments online or in person.

- Customers can pay by credit, debit card, Apple Pay, or Venmo
- Real-time or scheduled automatic deposits

Free 30-day trial

**Checks and supplies**

Get the products you need to help run your business easily and efficiently.

- Choose from popular check styles
- Keep on time with billing with bar codes
- Reordering is a snap

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### Usage

#### Usage limits

These are your usage limits for QuickBooks Online Plus. Need more room?  
Upgrade to a plan with more capacity.  
[Find out more about usage limits.](#)

**Billable users** 1 OF 5

1 user(s)

**Chart of accounts** 1 OF 250

1 account(s)

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### Sales

Category	Customize the way items look to your customers	Customize look and feel
Sales form content	Preferred invoice theme	None
	Preferred delivery method	None
	Shipping	Off
	Custom fields	Off
	Custom transaction numbers	Off
	Service date	Off
	Display	Off
Products and services	Show Product/Service column on sales forms	Off
	Show QR codes	Off
	Turn on price codes	Off
	Track quantity and price per	Off
Late fees	Default charge applied to overdue invoices	Off
	Appears as a line item Product/Service on the invoice, and applies to all customers. <a href="#">Learn more</a>	Off
Progress tracking	Creates multiple partial invoices from a single estimate	Off
Messages	Default email message sent with sales forms	Off
Reminders	Auto invoice reminders	Off
Online delivery	Email options for all sales forms	Off
Statements	Show aging table at bottom of statements	Off

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### Expenses

Bills and expenses	Show items table on expense and purchase forms	On
	Track expenses and items by customer	Off
	Make expenses and items billable	Off
	Default bill payment terms	
Purchase orders	Use purchase orders	Off
Messages	Default email message sent with purchase orders	

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### Payments

**QuickBooks Payments** Get paid more ways, fast!

- Take credit cards or bank transfers
- Accept payments through QuickBooks, emailed invoices, and mobile
- QuickBooks automatically updates when you're paid

[Learn more](#)

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**Existing account** If you already have a Payments account with Intuit (you may know it as GoPayments or Merchant Services), connect it to your QuickBooks.

[Connect](#)

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### Advanced Settings

<b>Accounting</b>	First month of fiscal year	January
	First month of income tax year	Same as fiscal year
	Accounting method	Accrual
	Close the books	Off
<b>Company type</b>	Tax form	
<b>Chart of accounts</b>	Enable account numbers	Off
	Tips account	
<b>Categories</b>	Track classes	Off
	Track locations	Off
<b>Automation</b>	Auto bill items with your bank transfer account	Off
	Automatically apply credits	Off
	Automatically invoice credit card activity	Off
	Automatically apply bill payments	Off
<b>Payments</b>	Organization of processed activity in the journal	Off
<b>User roles</b>	Not in viewing QuickBooks or QuickBooks Online	
<b>Time tracking</b>	Add time for bill to customer	Off
	Make billing time activity available to customer	Off
<b>Currency</b>	Home Currency	United States Dollar
	Multi-currency	Off
<b>Other preferences</b>	Bank form	990 (2022)
	Number format	123,456.89
	Customer email	Business
	What if you have both number to card	Off
	What if you have ID number to card	Off
	What if you have credit to other account	Off
	Sign the bill if available for	1 Year

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### Advanced Settings: Top

<b>Accounting</b>	First month of fiscal year	January
	First month of income tax year	Same as fiscal year
	Accounting method	Accrual
	Close the books	Off
<b>Company type</b>	Tax form	
<b>Chart of accounts</b>	Enable account numbers	Off
	Tips account	
<b>Categories</b>	Track classes	Off
	Track locations	Off

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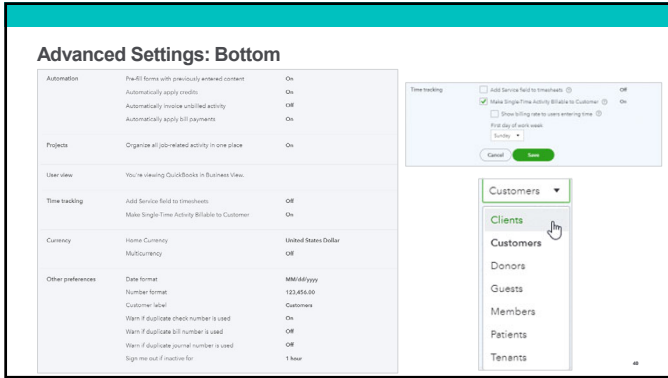
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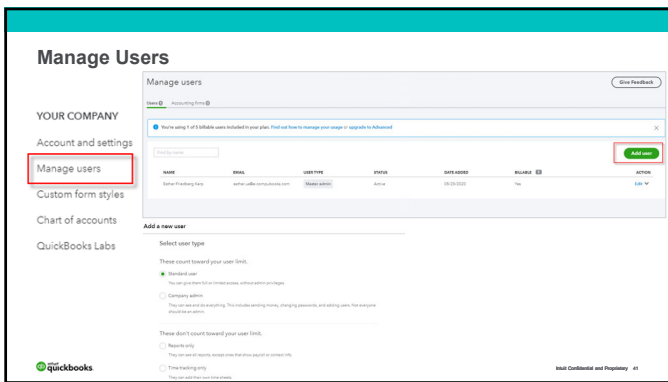
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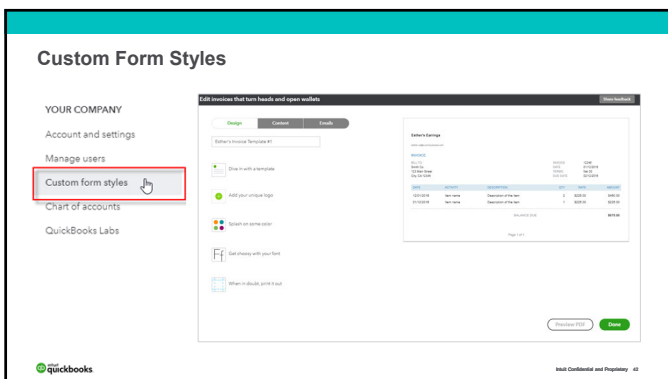
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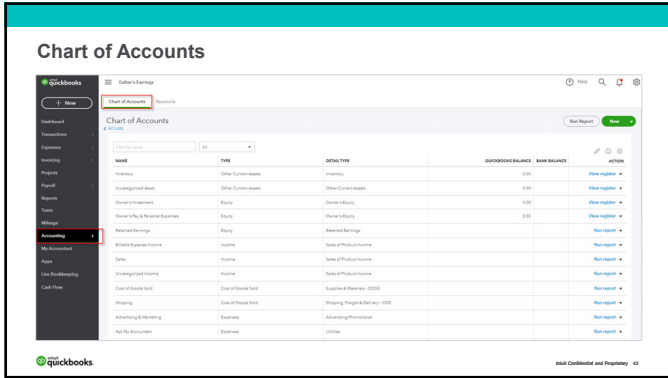
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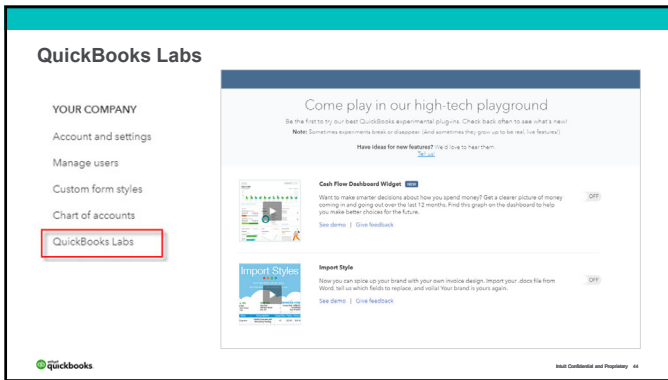
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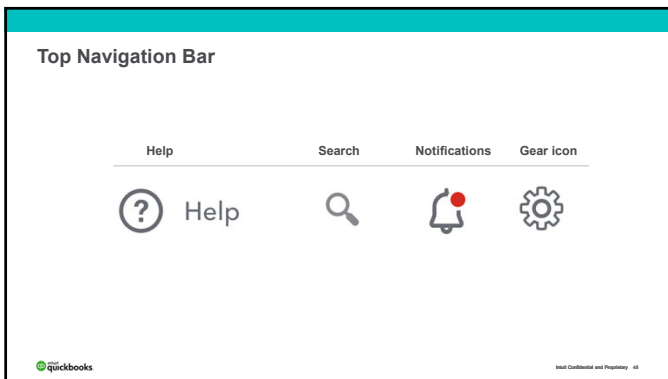
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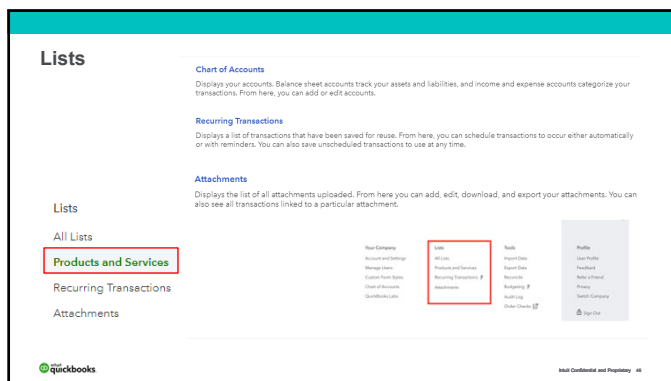
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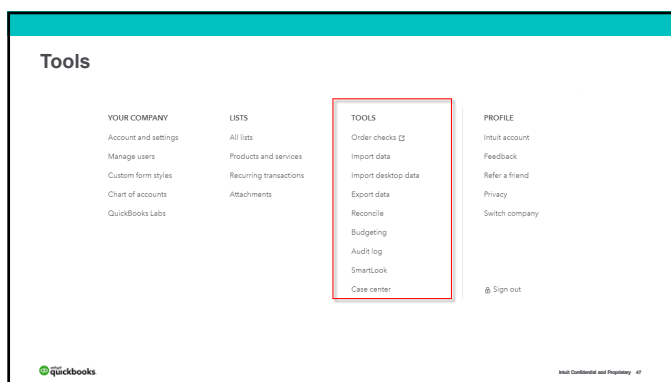
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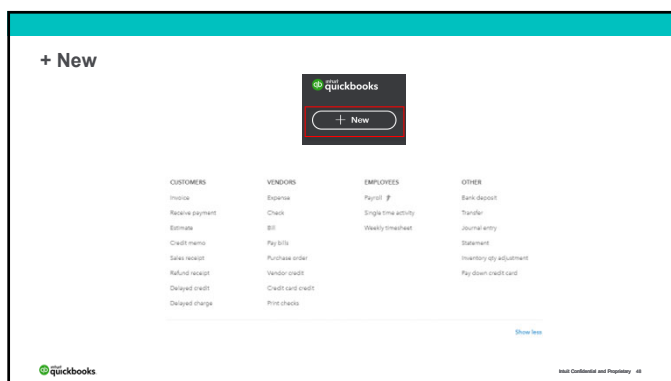
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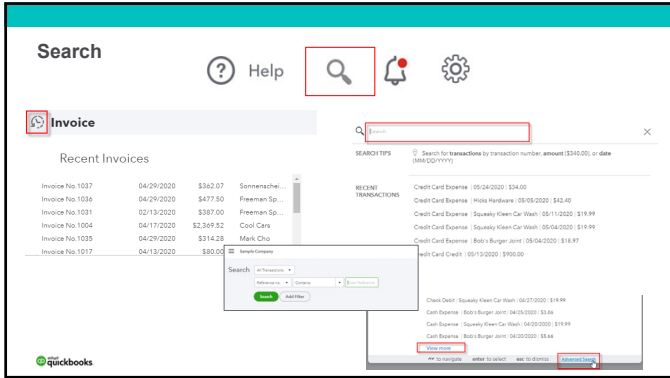
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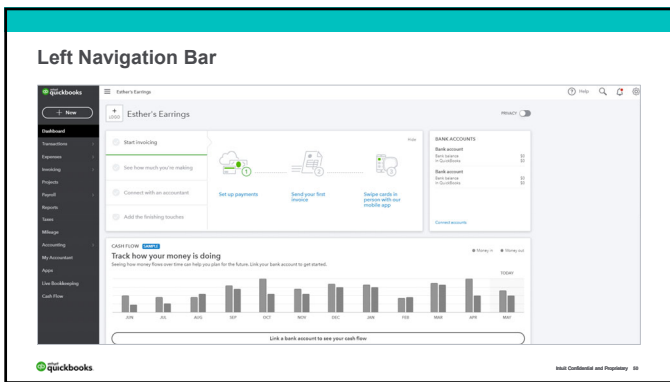
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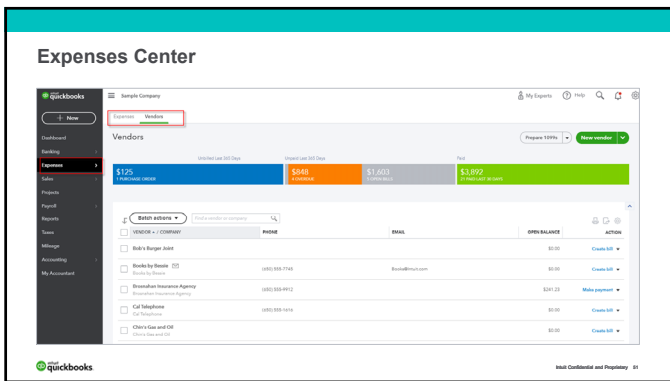
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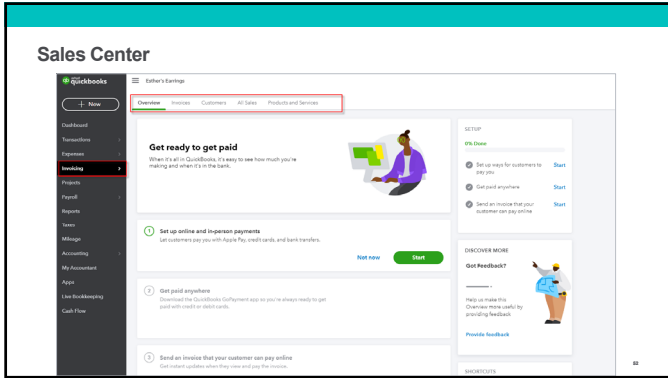
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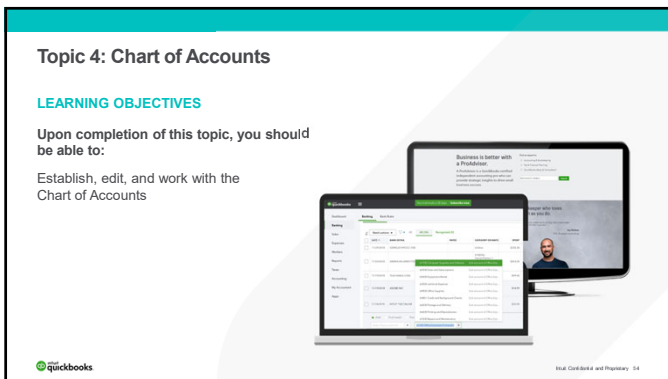
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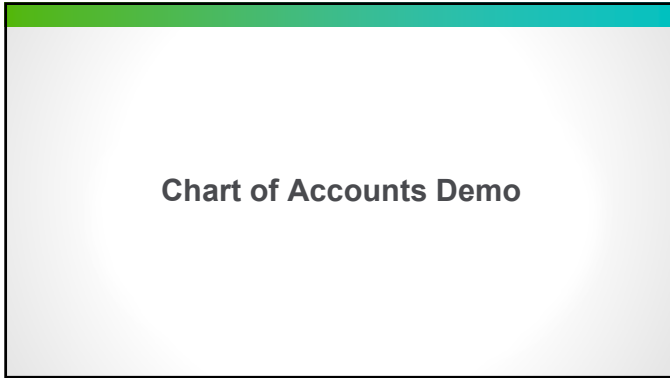
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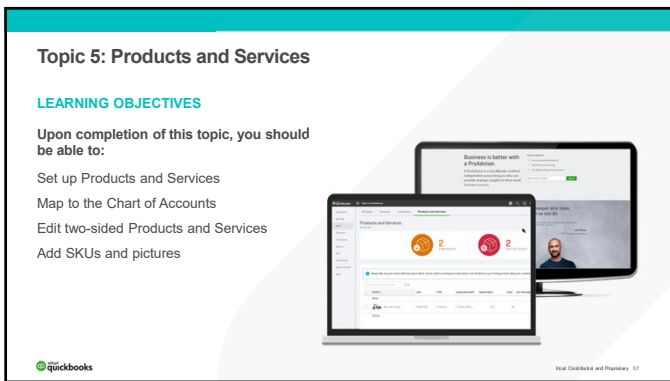
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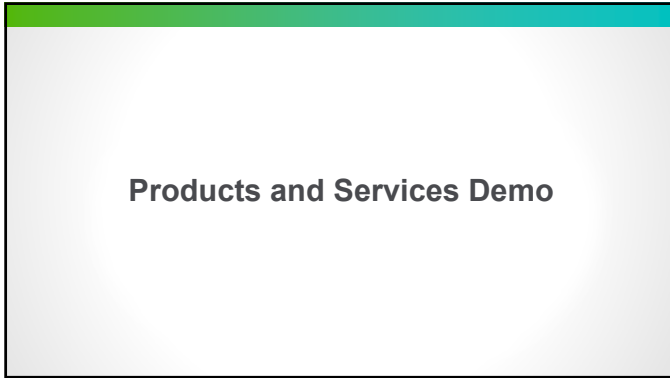
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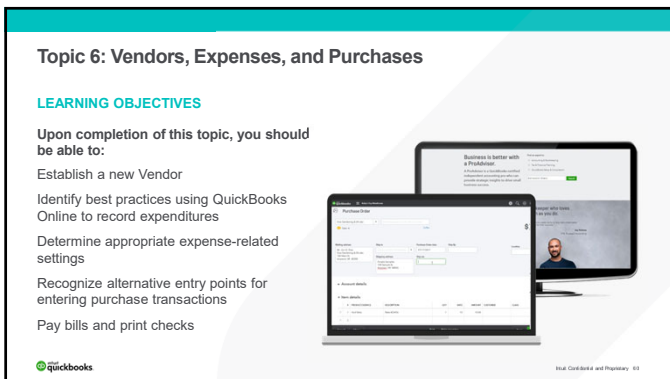
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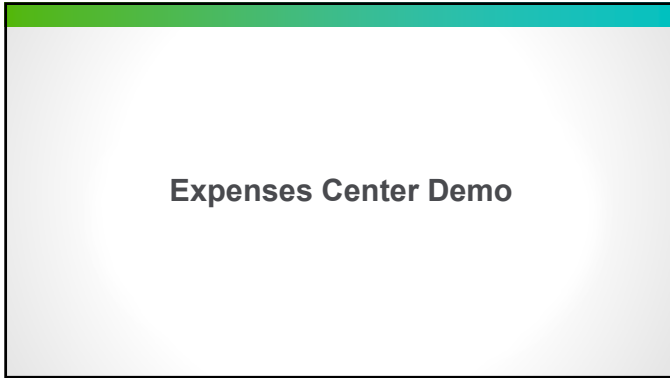
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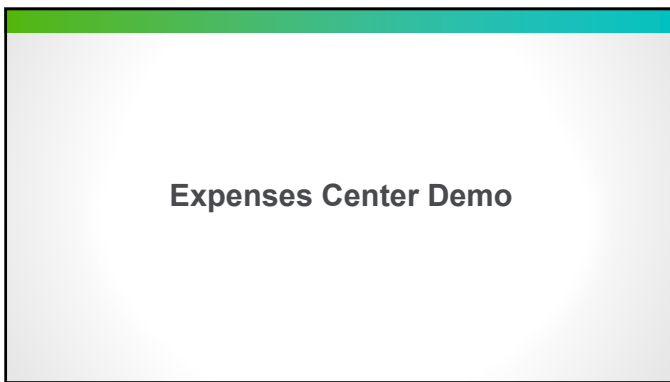
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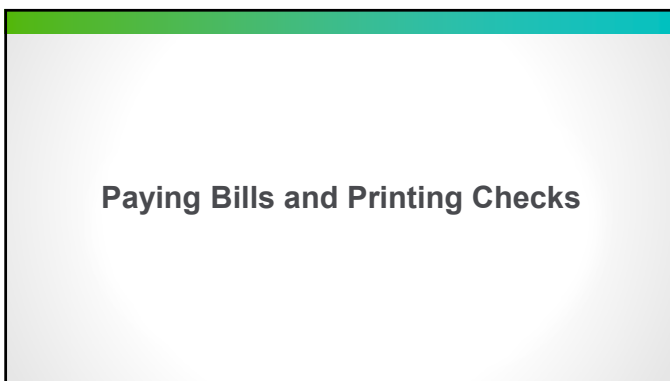
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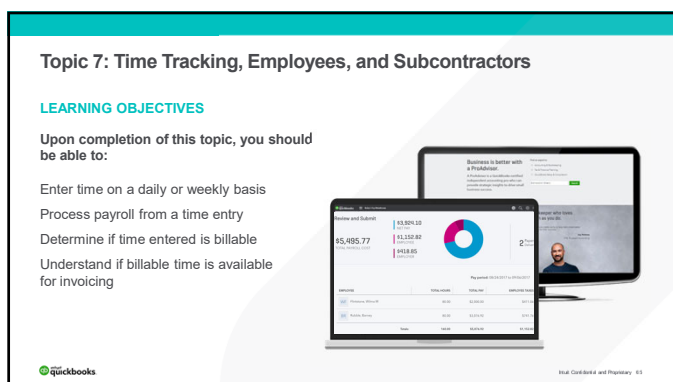
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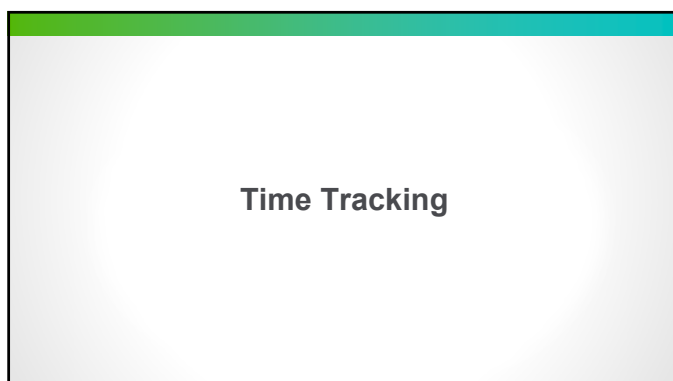
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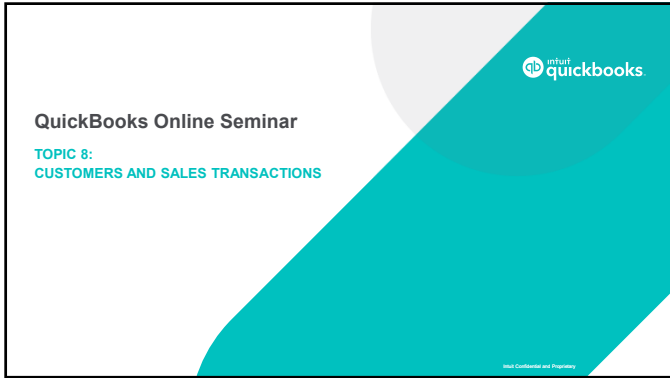
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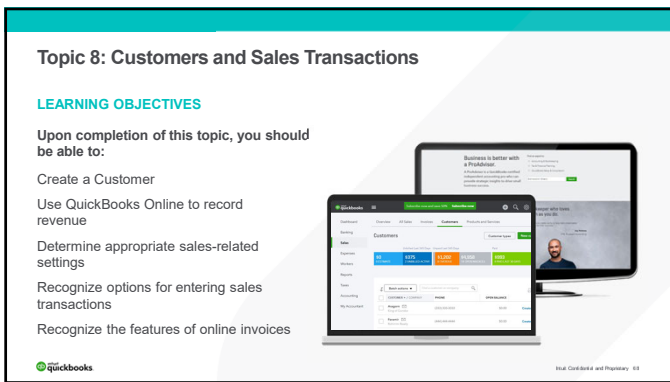
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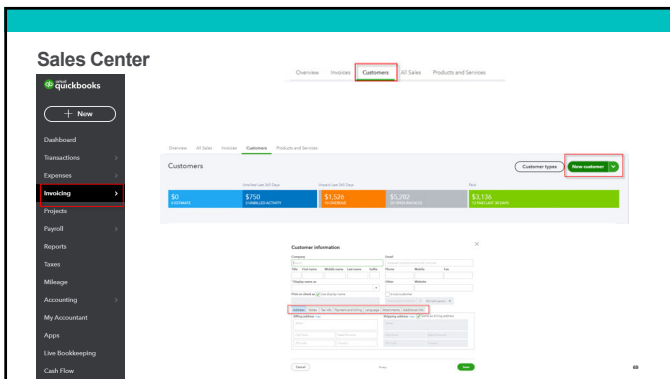
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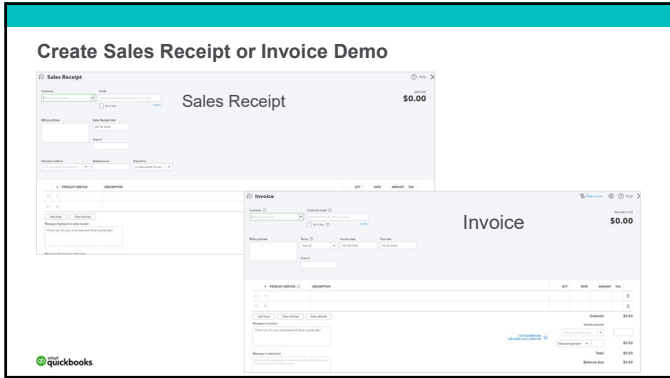
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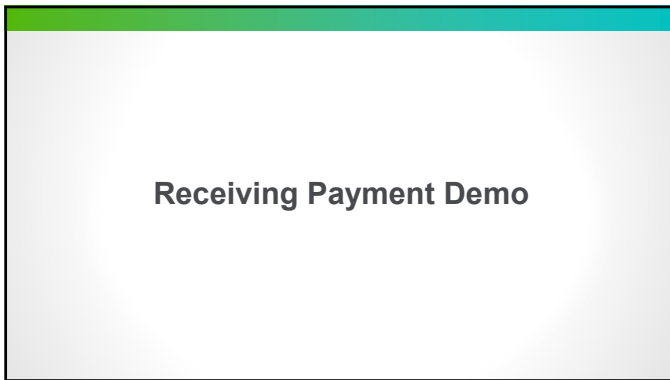
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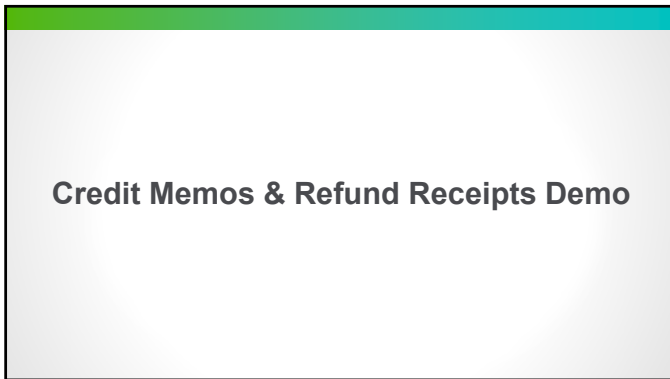
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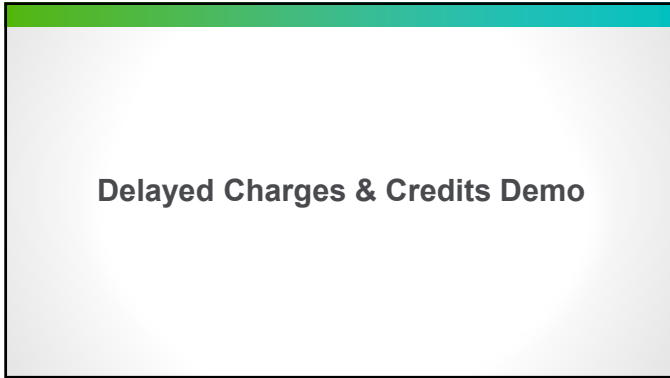
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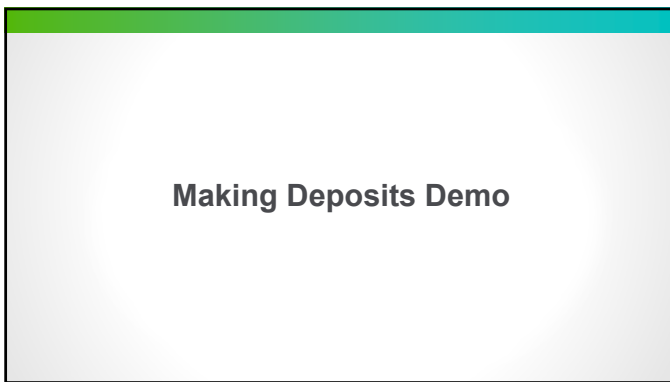
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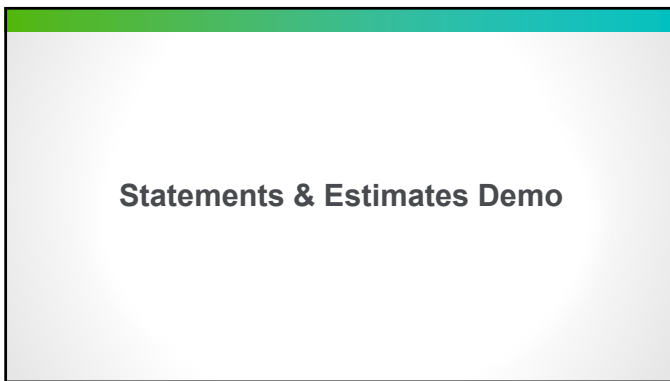
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**QuickBooks Payments**

intuit QuickBooks Payments  
quickbooks.intuit.com/payments

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**Learning Objectives Summary – Part 1**

**TOPIC 1: CONVERTING FROM QUICKBOOKS DESKTOP TO QUICKBOOKS ONLINE**

You should now be able to:

- Convert from QuickBooks Desktop to QuickBooks Online
- Find a ProAdvisor

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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 2: INTRODUCING QUICKBOOKS ONLINE**

You should now be able to:

- Identify the benefits of using QuickBooks Online
- Determine which subscription level of QuickBooks Online is the best fit for your business

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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 3: NAVIGATING QUICKBOOKS ONLINE**

**You should now be able to:**

- Recognize the steps to manage Account and Settings
- Identify accounting related preferences
- Specify the steps to modify Users
- Identify additional transactions in the + New Menu
- Navigate with the Left Navigation Bar
- Specify the steps to modify Lists



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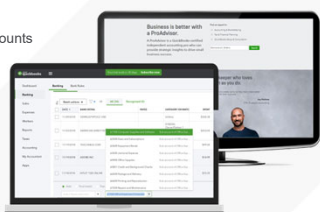
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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 4: CHART OF ACCOUNTS**

**You should now be able to:**

- Establish, edit, and work with the Chart of Accounts



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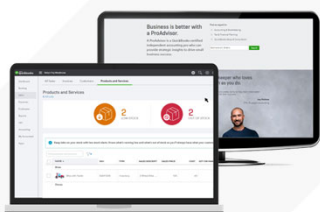
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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 5: PRODUCTS AND SERVICES**

**You should now be able to:**

- Set up Products and Services
- Map to the Chart of Accounts
- Edit two-sided Products and Services
- Add SKUs and pictures



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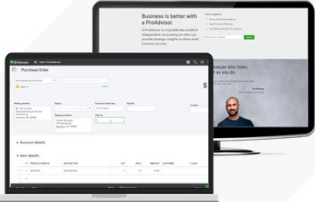
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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 6: VENDORS, EXPENSES, AND PURCHASES**

**You should now be able to:**

- Establish a new Vendor
- Identify best practices using QuickBooks Online to record expenditures
- Determine appropriate expense-related settings
- Recognize alternative entry points for entering purchase transactions
- Pay bills and print checks



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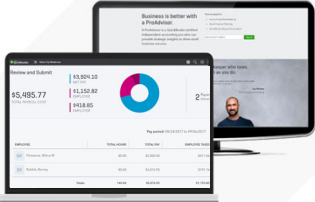
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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 7: TIME TRACKING, EMPLOYEES, AND SUBCONTRACTORS**

**You should now be able to:**

- Enter time on a daily or weekly basis
- Process payroll from a time entry
- Determine if time entered is billable
- Understand if billable time is available for invoicing



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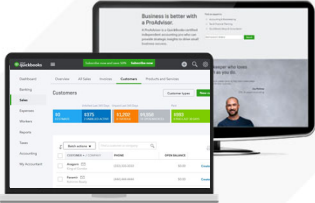
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**Learning Objectives Summary – Part 1 (continued)**

**TOPIC 8: CUSTOMERS AND SALES TRANSACTIONS**

**You should now be able to:**

- Create a Customer
- Use QuickBooks Online to record revenue
- Determine appropriate sales-related settings
- Recognize options for entering sales transactions
- Recognize the features of online Invoices



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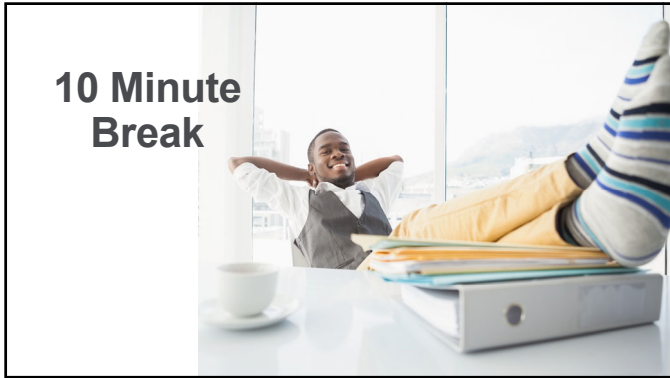
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# 10 Minute Break

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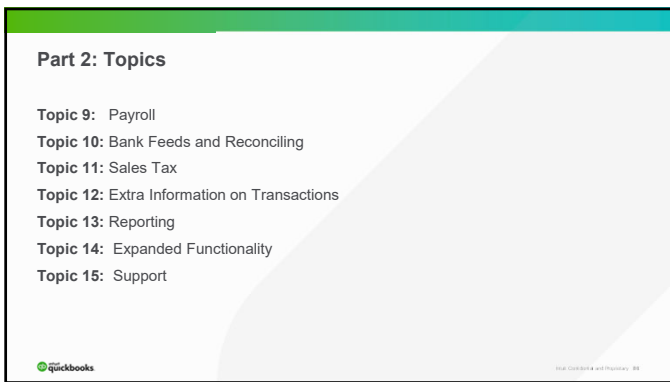
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## Part 2: Topics

- Topic 9: Payroll
- Topic 10: Bank Feeds and Reconciling
- Topic 11: Sales Tax
- Topic 12: Extra Information on Transactions
- Topic 13: Reporting
- Topic 14: Expanded Functionality
- Topic 15: Support

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## QuickBooks Online Seminar

TOPIC 9: PAYROLL

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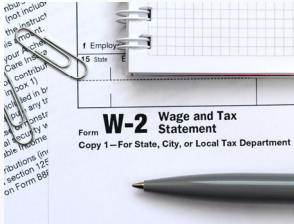
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### Topic 9: Payroll

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Identify the payroll offerings in QuickBooks Online
- Navigate the steps to set up QuickBooks Online Payroll
- Run common payroll reports in QuickBooks Online



**W-2 Wage and Tax Statement**  
Form Copy 1 - For State, City, or Local Tax Department

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### QuickBooks Online Payroll Options

<https://quickbooks.intuit.com/payroll/pricing>

Core	Premium	Elite
<p>Core the basics: easily pay your team and have your payroll books done for you.</p> <p><b>\$22<sup>99</sup></b> /mo. Includes 100 hours of support*</p> <p><a href="#">Get started</a></p> <p><b>Payroll features</b></p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Next-day direct deposit</li> </ul>	<p>Premium your team and perfect payroll with payroll for books and services.</p> <p><b>\$37<sup>99</sup></b> /mo. Includes 200 hours of support*</p> <p><a href="#">Get started</a></p> <p><b>Payroll features</b></p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Same-day direct deposit</li> <li>Weekend comp administration</li> <li>HR support center</li> <li>Expert on-site review</li> <li>Track time on the go</li> </ul>	<p>Elite access to several experts to simplify payroll and provide clear advice and help.</p> <p><b>\$62<sup>99</sup></b> /mo. Includes 400 hours of support*</p> <p><a href="#">Get started</a></p> <p><b>Payroll features</b></p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Same-day direct deposit</li> <li>Weekend comp administration</li> <li>HR support center</li> <li>White glove onboarding setup</li> <li>24/7 expert product support</li> <li>Track time and projects on the go</li> <li>See Payroll Professionals?</li> <li>Personal HR advice</li> </ul>

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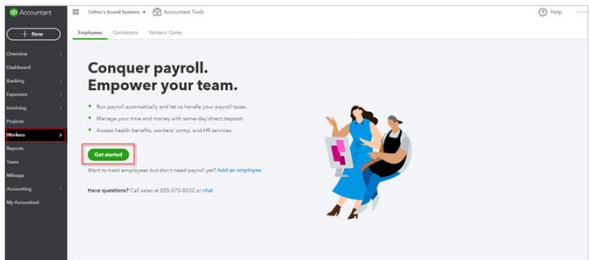
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### Signing up for QuickBooks Payroll



**Conquer payroll. Empower your team.**

- Run payroll automatically and let us handle your payroll taxes.
- Manage your time and money with same-day direct deposit.
- Access health benefits, weekend comp, and HR services.

[Get started](#)

Want to track employees but don't need payroll yet? Add an employee

Have questions? Call sales at 855-676-8032 or chat

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### Setting Up QuickBooks Payroll

**3 Options:**

- Work with Intuit to set up
- Complete Form 8655
- Convert from other third-party payroll providers – FREE



**Complete Company Information**  
Legal name, bank routing and account numbers

**Set up Compensation and Benefit Types**  
Salary, hourly, retirement and other deductions

**Enter Employee Information**  
Completed W-4, pay rate, deductions, benefit info, YTD pay

**Provide Direct Deposit Information**  
Employee bank account and routing numbers

**Enter Tax Information**  
Company FEIN and State ID numbers, tax rates, filing frequency, EFTPS enrollment, etc.

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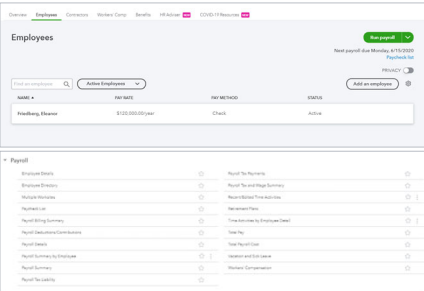
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### QuickBooks Payroll Reports



The screenshot shows the 'Employees' section with a search bar and a table listing employees. Below this is a 'Payroll' section with a grid of report options:

Employee Details	Report To Numbers
Employee Information	Report To Average Salaries
Employee Information	Report To Total Payroll
Employee List	Employee Hours
Payroll Billing Summary	Time Allocation by Employee/Dept
Payroll Summary by Department	Summary
Payroll Details	Total Payroll Data
Payroll Summary by Product	Wages and Benefits
Payroll Summary	Workers Compensation
Payroll Quarterly	

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### Comparison of Payroll Options

<https://quickbooks.intuit.com/payroll/pricing>

Core	Premium	Elite
<p>Count the books, we'll pay your team and have your payroll taxes done for you.</p> <p>\$48 <b>\$22<sup>HR</sup></b> /hr Includes 100% tax service 100% tax service cost</p> <p><b>Submit</b></p> <p>Learn more</p> <p>Payroll features</p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Intuitive employee tax and forms</li> <li>Auto Payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Monday direct deposit</li> </ul>	<p>Manage your team and perfect payroll with power full tools and services.</p> <p>\$75 <b>\$37<sup>HR</sup></b> /hr Includes 100% tax service 100% tax service cost</p> <p><b>Submit</b></p> <p>Learn more</p> <p>Payroll features</p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Intuitive employee tax and forms</li> <li>Auto Payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Same day direct deposit</li> <li>Workers' comp administration</li> <li>HR support center</li> <li>Expert setup review</li> <li>Track time on the go</li> </ul>	<p>Focus on demand experts to simplify payroll and protect what matters most.</p> <p>\$105 <b>\$62<sup>HR</sup></b> /hr Includes 100% tax service 100% tax service cost</p> <p><b>Submit</b></p> <p>Learn more</p> <p>Payroll features</p> <ul style="list-style-type: none"> <li>Full service payroll</li> <li>Intuitive employee tax and forms</li> <li>Auto Payroll</li> <li>Health benefits for your team</li> <li>Expert product support</li> <li>Same day direct deposit</li> <li>Workers' comp administration</li> <li>HR support center</li> <li>White glove customer setup</li> <li>24/7 Expert product support</li> <li>Track time and progress on the go</li> <li>Tax Penalty Protection<sup>SM</sup></li> <li>Personal HR advice</li> </ul>

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**quickbooks**

**QuickBooks Online Seminar**

**TOPIC 10:  
BANK FEEDS AND RECONCILING**

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**Topic 10: Bank Feeds and Reconciling**

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Set up and utilize Bank Feeds
- Troubleshoot common Banking Center issues
- Reconcile transactions to a bank statement using the Reconcile tool



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**Banking Center**

Mastercard

Checking \$5,621.93 | Savings \$1,201.00 | Credit Card \$300.00 | Mastercard \$304.16

Connected bank and credit card accounts

Go to register for account that is displayed (Mastercard)

DATE	DESCRIPTION	PAYEE	CATEGORY OR BATCH	SPENT	RECEIVED	ACTION
05-05-2022	Lara's Lamination		Uncategorized Expense	\$150.00		ADD
05-05-2022	Artisan		Uncategorized Expense	\$10.99		ADD
04-04-2022	Tara's Nursery	Tara's Nursery	Uncategorized Expense	\$50.00		Match
04-05-2022	Water Lumber Inc		Uncategorized Expense	\$100.00		Match
05-05-2022	Bank's Buyer		Uncategorized Expense	\$18.97		Match

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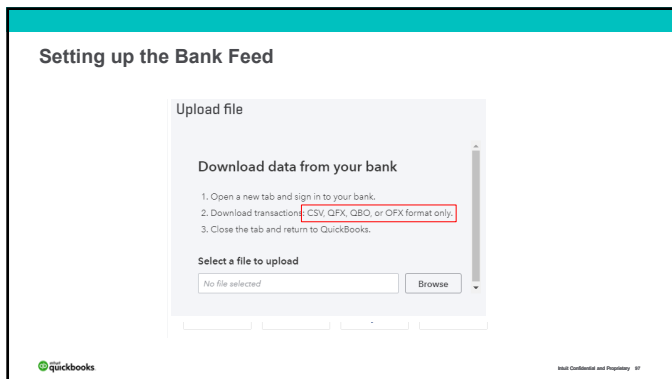
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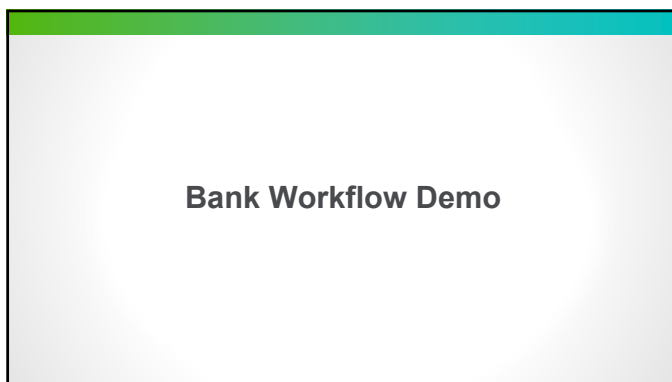
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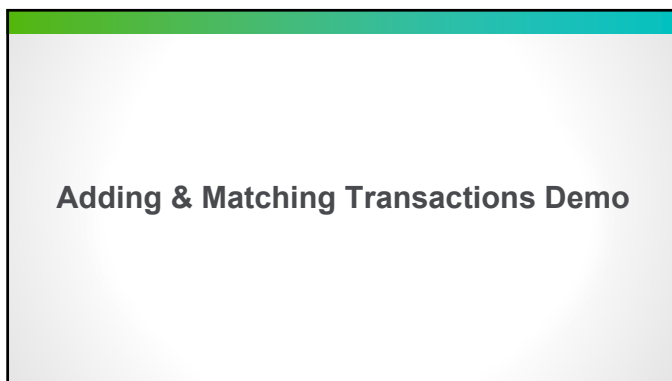
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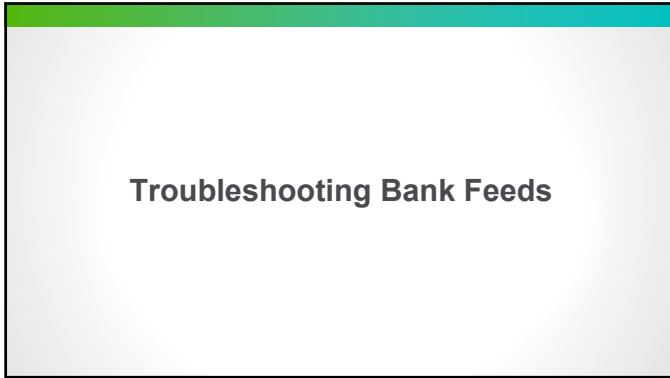
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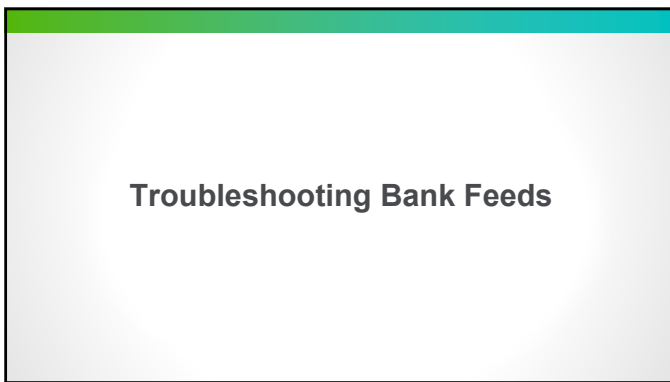
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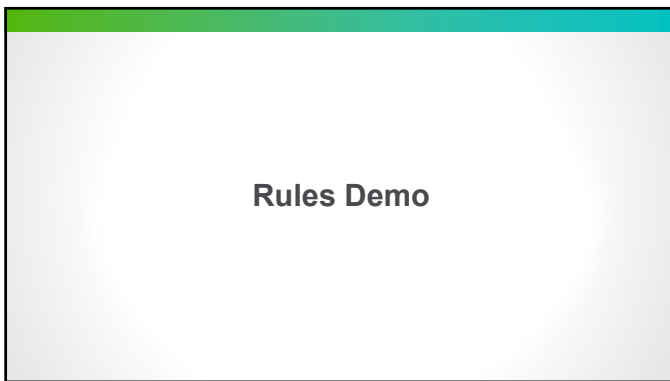
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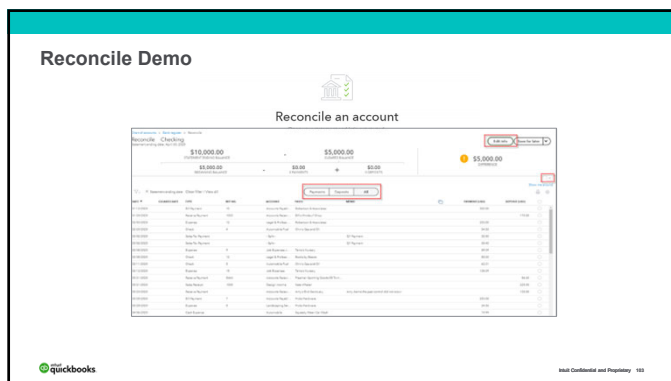
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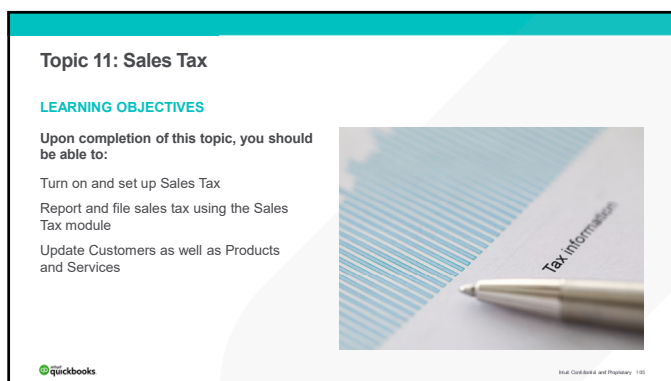
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### Sales Tax Center

Sales Tax Center

Sales Tax Detail

SHOW BY: Month | Filter: Current Year | START OF YEAR: Jan | ACCOUNTING BASIS: Accrual

Agency Name	Gross Sales	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
Board of Equalization	\$42,288.00	\$5,198.00	\$89.00		\$30.00	\$279.00
4th-20	\$8,425.00	\$4,150.79	\$34.54			\$34.54
1st-20	\$842.00	\$104.00	\$1.45		\$30.00	\$30.00
4th-20	\$421.00	\$210.00	\$2.00			\$2.00
4th-20	\$421.25	\$210.25	\$1.50			\$1.50
Arkansas Dept. of Revenue	\$10,000.00	\$422.00	\$36.00		\$30.00	\$0.00

Record Tax Payment | View Report

Recent Sales Tax Payments

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
Board of Equalization	03/14/2020	\$30.00		\$30.00	03/17/2020
Arkansas Dept. of Revenue	02/14/2020	\$36.00		\$36.00	02/17/2020

Double Payment | View All

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### QuickBooks Online Seminar

**TOPIC 12:**  
EXTRA INFORMATION ON  
TRANSACTIONS



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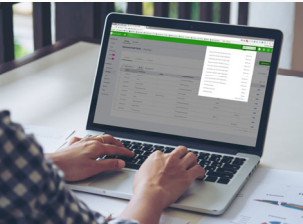
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### Topic 12: Extra Information on Transactions

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Add attachments to QuickBooks Online
- Use the Search feature
- Generate Custom Fields



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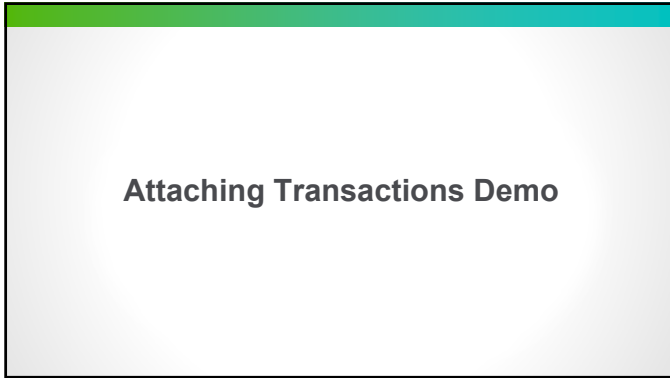
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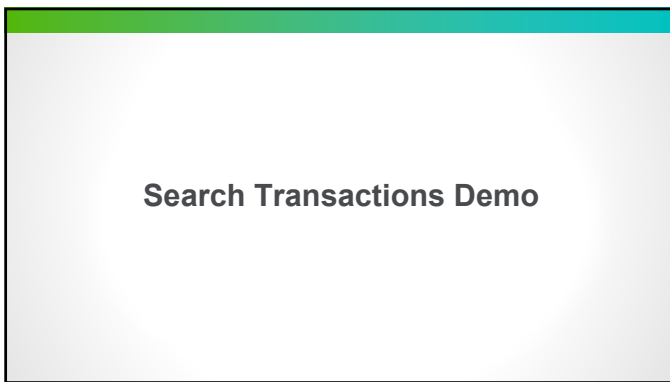
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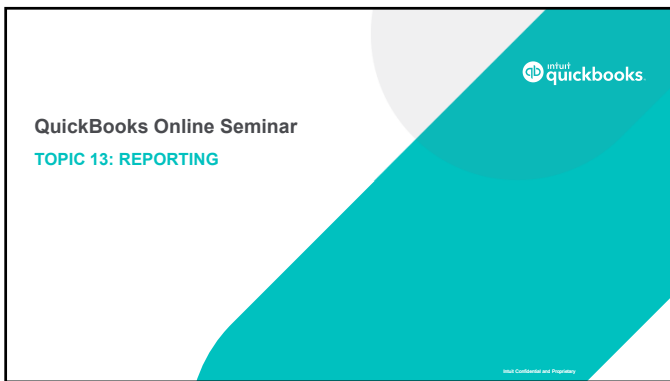
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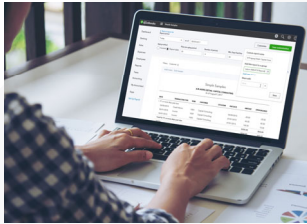
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### Topic 13: Reporting

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Understand the benefits of using QuickBooks Online Reports
- Recognize differences in reporting by subscription level
- Identify common report settings and browser modifications
- Set up Grouped Reports



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### Reporting Differences

<p><b>Simple Start:</b> 20+ reports, basic financial reporting, A/R reports</p> <p><b>Essentials:</b> 40+ reports, A/P, Products and Services, Company Snapshot</p> <p><b>Plus:</b> 65+ reports, Classes, Locations, inventory, time tracking</p> <p><b>Advanced:</b> 80+ reports, Smart Reporting by Fathom</p>	<table border="0"> <tr><td>Simple Start</td></tr> <tr><td>\$25</td></tr> <tr><td>\$12 /mo</td></tr> <tr><td><a href="#">Buy now</a></td></tr> <tr><td>Essentials</td></tr> <tr><td>\$40</td></tr> <tr><td>\$20 /mo</td></tr> <tr><td><a href="#">Buy now</a></td></tr> <tr><td>Plus</td></tr> <tr><td>\$70</td></tr> <tr><td>\$35 /mo</td></tr> <tr><td><a href="#">Buy now</a></td></tr> <tr><td>Advanced</td></tr> <tr><td>\$160</td></tr> <tr><td>\$75 /mo</td></tr> <tr><td><a href="#">Buy now</a></td></tr> </table>	Simple Start	\$25	\$12 /mo	<a href="#">Buy now</a>	Essentials	\$40	\$20 /mo	<a href="#">Buy now</a>	Plus	\$70	\$35 /mo	<a href="#">Buy now</a>	Advanced	\$160	\$75 /mo	<a href="#">Buy now</a>
Simple Start																	
\$25																	
\$12 /mo																	
<a href="#">Buy now</a>																	
Essentials																	
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\$75 /mo																	
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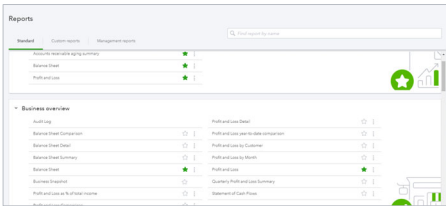
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### Customizing Reports — Report Types

List Reports  
Summary Reports  
Detail Reports  
Specialized Reports



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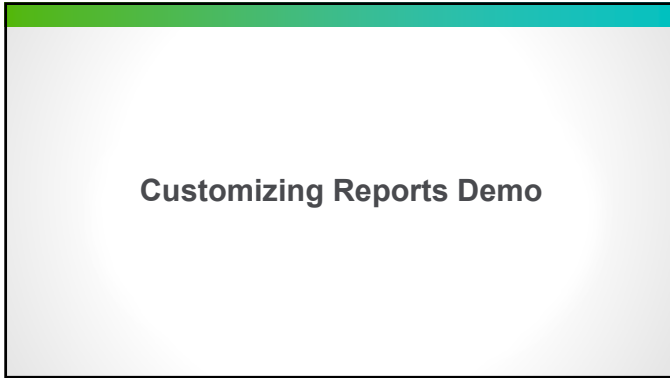
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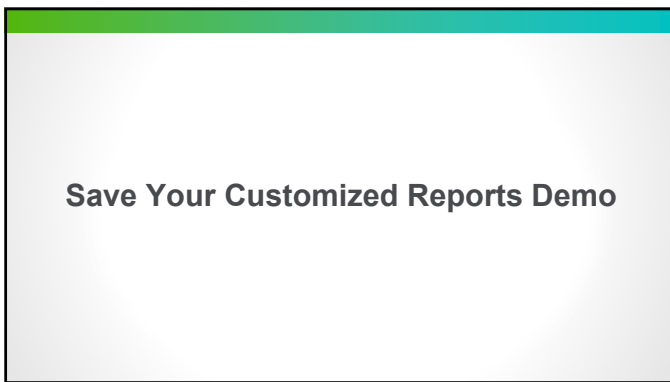
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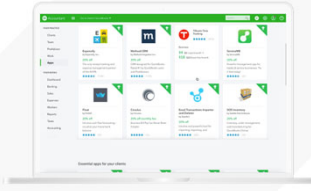


**Topic 14: Expanded Functionality**

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Open and turn on QuickBooks Labs
- Use Google Chrome Tabs and Bookmarks
- Download the QuickBooks Desktop app
- Locate third-party apps
- Install QuickBooks Online on mobile devices



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**QuickBooks Labs Demo**

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**QuickBooks Online For Mac and Windows**  
<https://quickbooks.intuit.com/online/apps/>

The most productive way to run your business on your Mac or Windows.

The power of QuickBooks Online with the speed and ease you expect on your desktop!

- Everything you need in one spot**  
Track sales and expenses, create estimates, manage customers, collaborate with your accountant, and more.
- Get paid faster**  
Create professional-looking invoices and get payments into your bank or credit card faster.
- Anytime, anywhere access**  
Enjoy QuickBooks on your Mac, smartphone, tablet, and the web. Get access anywhere, on any device. Get the most information at your fingertips.
- Designed for your Mac or Windows**  
Enjoy quick access to QuickBooks through your desktop or mobile with additional features designed for PC or Mac users. Use keyboard shortcuts, keyboard shortcuts and menus to speed through common tasks and workflows.

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**QuickBooks Online Seminar**  
**TOPIC 15: SUPPORT**

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**Topic 15: Support**

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Get started with video tutorials
- Understand the Help function
- Find resources on navigation differences between QuickBooks Desktop and QuickBooks Online

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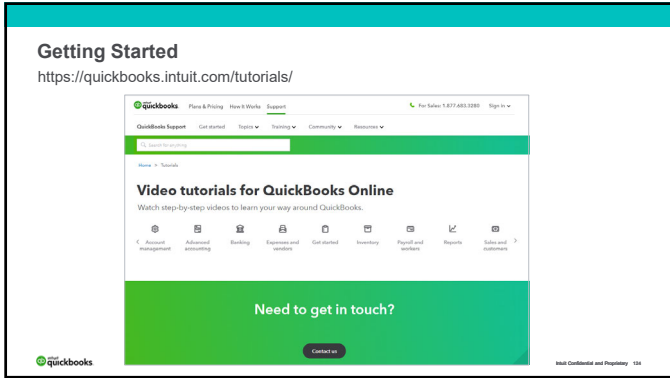
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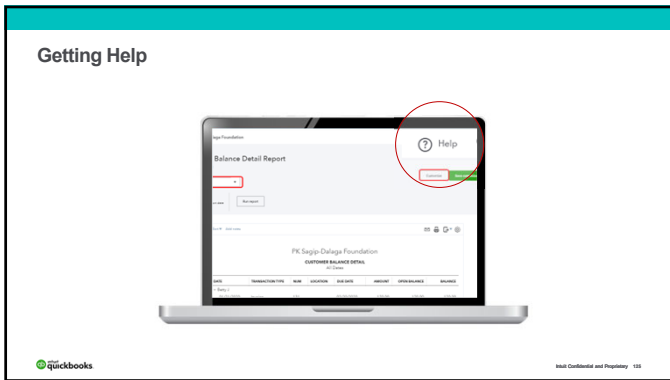
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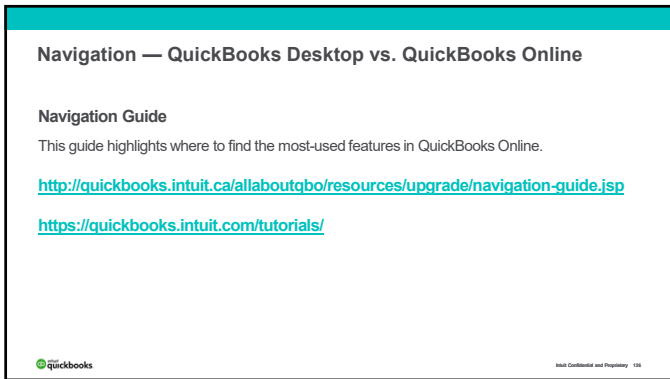
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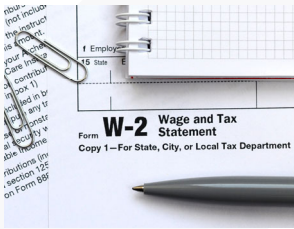
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**Learning Objectives Summary – Part 2**

**TOPIC 9: PAYROLL**

**You should now be able to:**

- Identify the payroll offerings in QuickBooks Online
- Navigate the steps to set up QuickBooks Online Payroll
- Run common payroll reports in QuickBooks Online



**Form W-2 Wage and Tax Statement**  
Copy 1 – For State, City, or Local Tax Department

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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 10: BANK FEEDS AND RECONCILING**

**You should now be able to:**

- Set up and utilize Bank Feeds
- Troubleshoot common Banking Center issues
- Reconcile transactions to a bank statement using the Reconcile tool



**Banking**  
1,000

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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 11: SALES TAX**

**You should now be able to:**

- Turn on and set up Sales Tax
- Report and file sales tax using the Sales Tax module
- Update Customers as well as Products and Services



**Tax Information**

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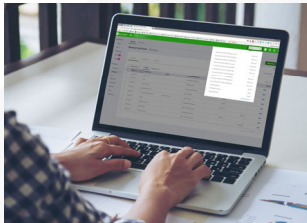
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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 12: EXTRA INFORMATION ON TRANSACTIONS**

You should now be able to:

- Add attachments to QuickBooks Online
- Use the Search feature
- Generate Custom Fields



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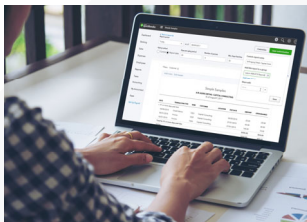
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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 13: REPORTING**

You should now be able to:

- Understand the benefits of using QuickBooks Online Reports
- Recognize differences in reporting by subscription level
- Identify common report settings and browser modifications
- Set up Grouped Reports



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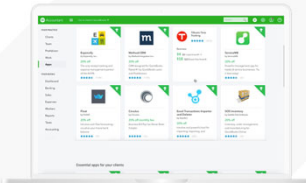
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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 14: EXPANDED FUNCTIONALITY**

You should now be able to:

- Open and turn on QuickBooks Labs
- Use Google Chrome Tabs and Bookmarks
- Download the QuickBooks Desktop app
- Locate third-party apps
- Install QuickBooks Online on mobile devices



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**Learning Objectives Summary – Part 2 (continued)**

**TOPIC 15: SUPPORT**

You should now be able to:

- Get started with video tutorials
- Understand the Help function
- Find resources on navigation differences between QuickBooks Desktop and QuickBooks Online



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**QuickBooks Online Seminar**

**TOPIC 16: QUICKBOOKS ONLINE ACCOUNTANT**



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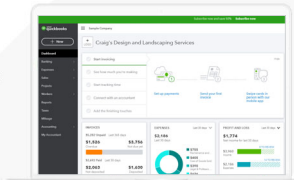
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**Topic 16: QuickBooks Online Accountant**

**LEARNING OBJECTIVES**

Upon completion of this topic, you should be able to:

- Access the QuickBooks Online Accountant test drive company
- Identify features of QuickBooks Online Accountant
- Access QuickBooks Online Accountant



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**What is QuickBooks Online Accountant (QBOA)?**

- Provides central access to clients' QBO company files
- Offers features for managing your practice
- Lets you manage your firm's books
- Special accountant-only tools
- Free to accountant users

No extra charge to QBO client users (one of the 2 Accountant firms allowed in QBO Simple Start, Essentials, and Plus; one of the 3 allowed in QBO Advanced)

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**How do I get QBOA?**

1. Decide on Intuit ID you want to use for your new QBOA firm
2. Sign up for QBOA using that firm Intuit ID here:  
<https://quickbooks.intuit.com/accountant-sign-up/>
3. Give clients the firm's Intuit ID designated email address to invite you to access their QBO company as 1 of the free "Accountant" users
4. Invite staff as Team users
5. Delegate appropriate permissions and access to client QBO companies

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**How do I get QBOA?**

**Then...**

1. Centralize wholesale billing plan for the firm, editing billing info
2. Manage all wholesale client subscriptions
3. Use "Your Books" for firm's bookkeeping, accessed by Team users (only those with permission)

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### How do I log into QBOA?

1. Navigate your browser (preferably Chrome) to qbo.intuit.com
2. Sign in
3. You may see these options:  
**QuickBooks Accountant**  
**QuickBooks Companies**  
**Canceled Companies**
4. Select which QBOA firm to open



QuickBooks

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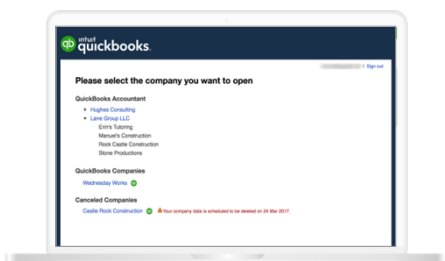
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### What do I click on?



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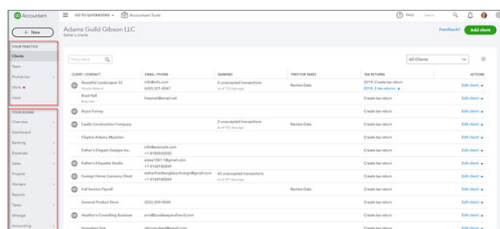
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### What do I see when I log into QBOA?



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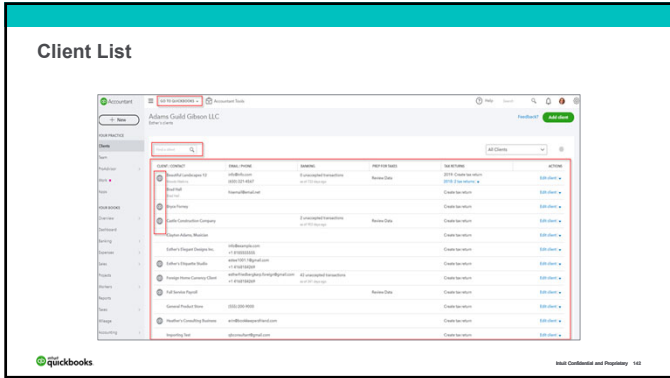
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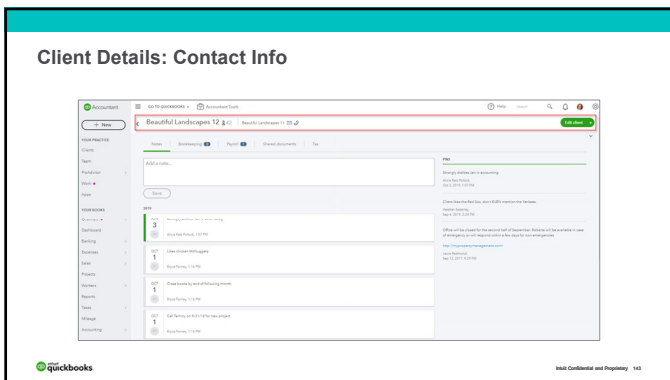
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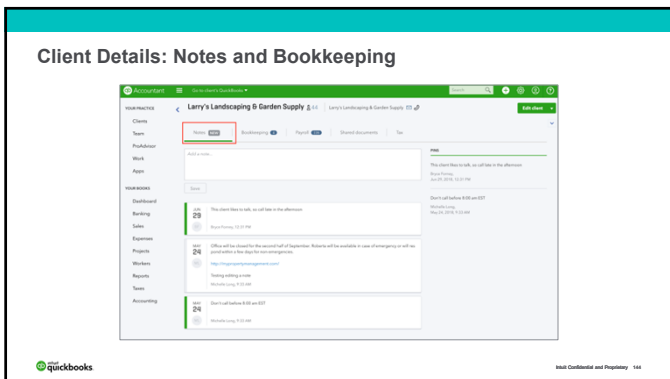
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### Client Details: Payroll

Name	Date	Amount	Status
Payroll Item 1	10/1/2022	\$1,234.56	Not Started
Payroll Item 2	10/1/2022	\$1,234.56	Not Started
Payroll Item 3	10/1/2022	\$1,234.56	Not Started
Payroll Item 4	10/1/2022	\$1,234.56	Not Started
Payroll Item 5	10/1/2022	\$1,234.56	Not Started

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### Client Details: Shared Documents

Name	Date	Status
Shared Document 1	September 2, 2022	...
Shared Document 2	July 15, 2022	...
Shared Document 3	July 15, 2022	...
Shared Document 4	July 15, 2022	...
Shared Document 5	July 15, 2022	...
Shared Document 6	July 15, 2022	...
Shared Document 7	July 15, 2022	...
Shared Document 8	July 15, 2022	...
Shared Document 9	July 15, 2022	...
Shared Document 10	July 15, 2022	...

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### Client Details: Tax

Name	Date	Amount	Status
Tax Item 1	10/1/2022	\$1,234.56	Not Started
Tax Item 2	10/1/2022	\$1,234.56	Not Started
Tax Item 3	10/1/2022	\$1,234.56	Not Started
Tax Item 4	10/1/2022	\$1,234.56	Not Started
Tax Item 5	10/1/2022	\$1,234.56	Not Started

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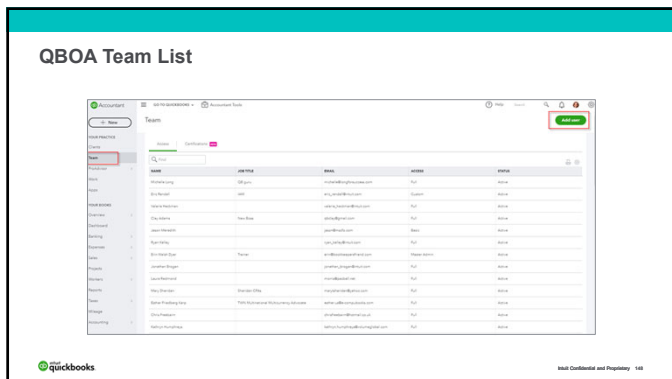
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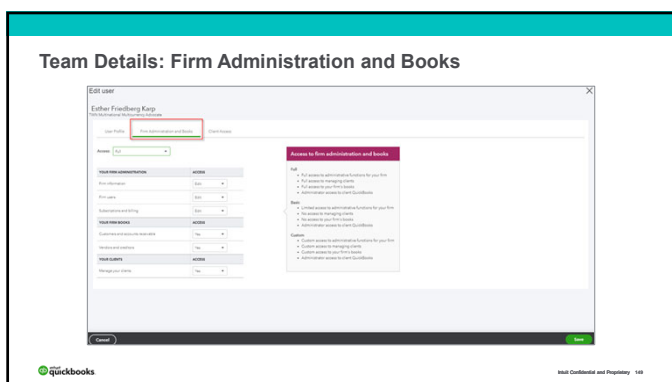
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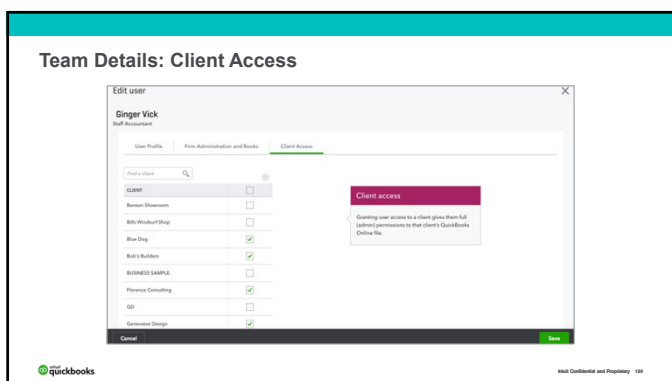
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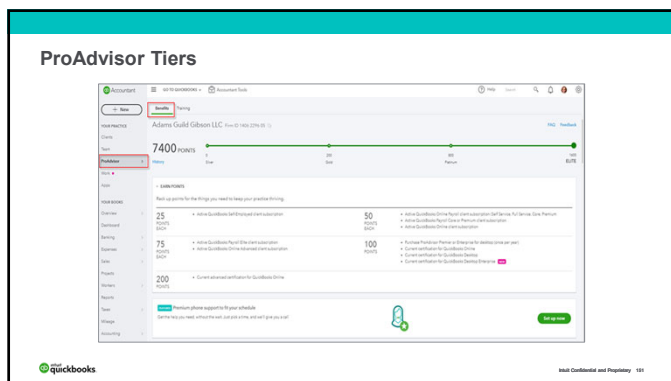
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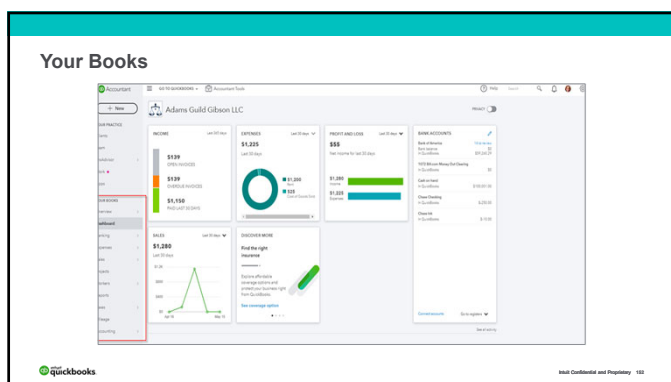
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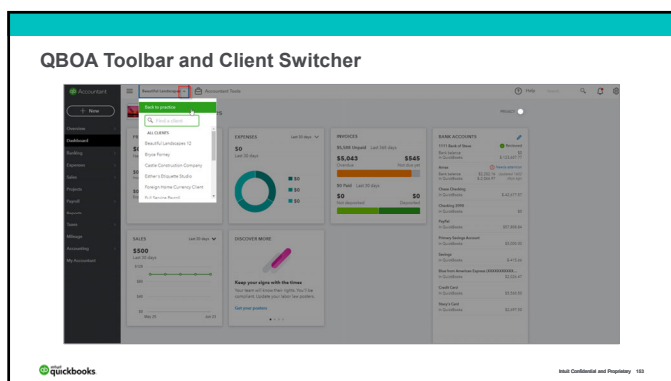
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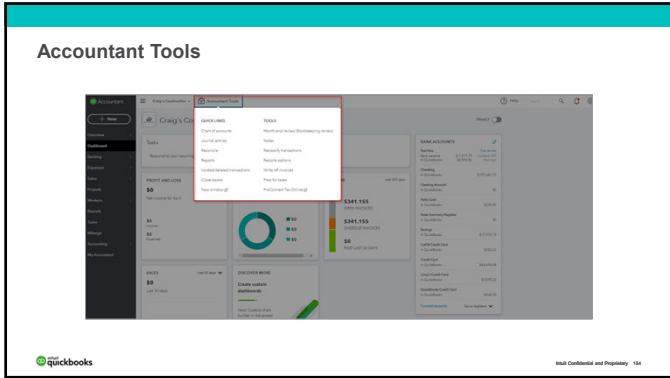
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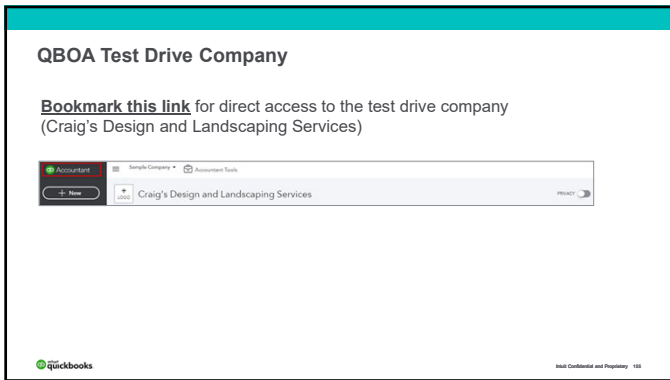
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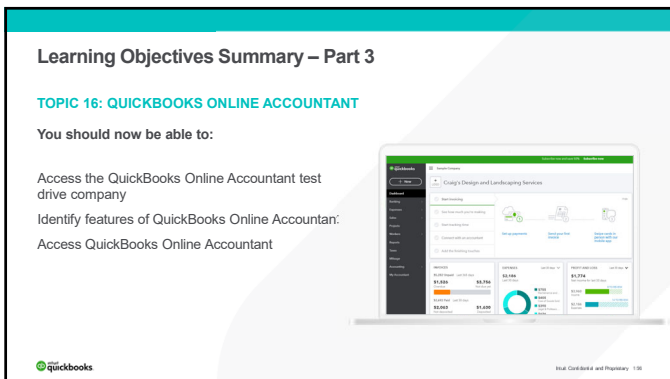
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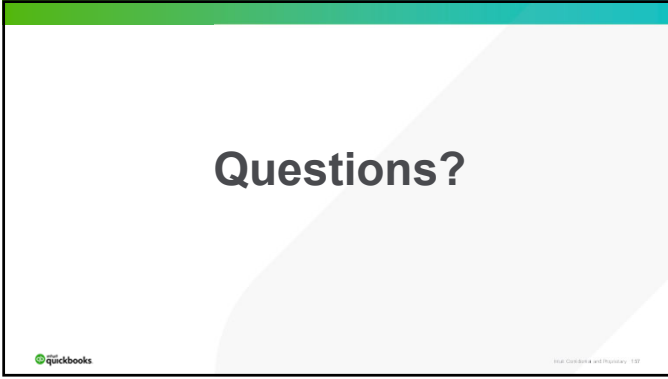
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