



QUICKBOOKS ONLINE STUDENT GUIDE

Appendix A

QuickBooks Online Accountant

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In this lesson, you'll review the basic features available in the QuickBooks Online Accountant version.

▶ Lesson objectives

In this lesson, you'll learn how to:

- Navigate QuickBooks Online Accountant
- Access client accounts
- Add team members
- Use the Accountant toolbox

▶ Navigate QuickBooks Online Accountant

After you sign in to QuickBooks Online Accountant the client list displays with a unique navigation bar on the left side of the QuickBooks window.

You start on the **Overview** window, where you see a list of your clients. There are several navigation options that you can take from this window. You can do the following:

Open client file—Click the **QB** icon next to the client file name to open your client file in QuickBooks Online.

Add client—Click the **Add client** button to add a new client.

QB Accountant—You can click the **QB Accountant** icon to return to the client list at anytime.

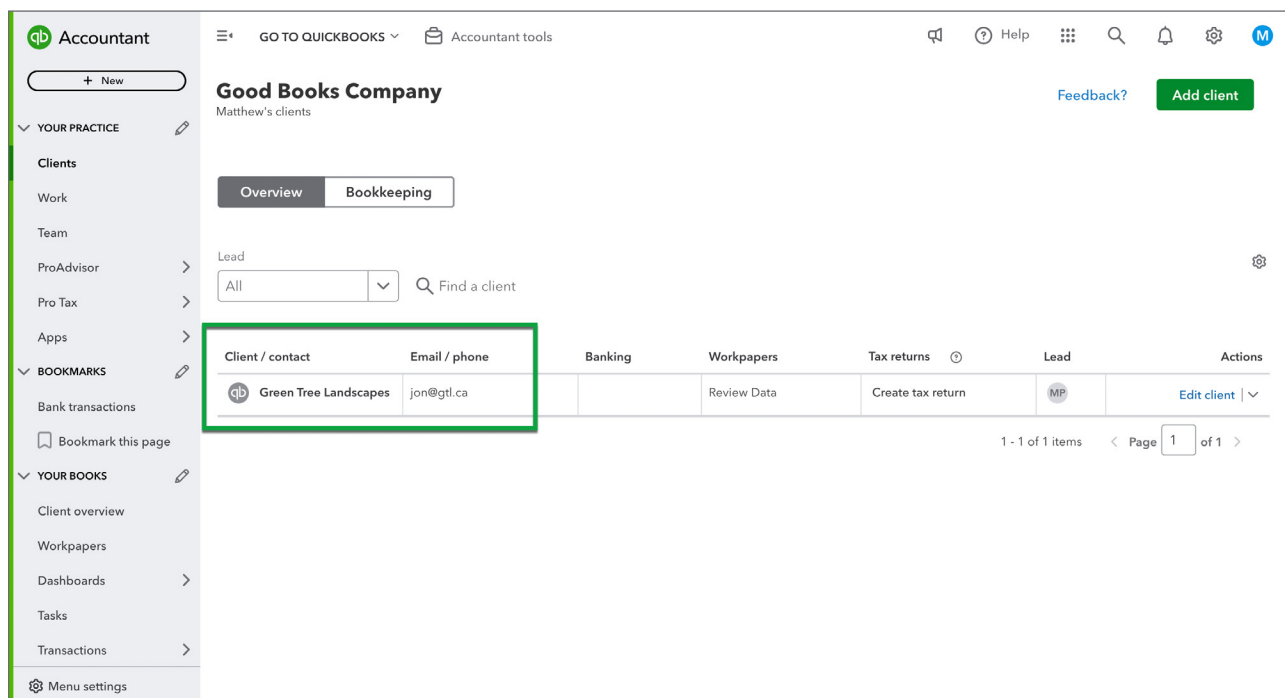
The screenshot displays the QuickBooks Online Accountant interface. The top navigation bar includes the 'Accountant' logo, a 'GO TO QUICKBOOKS' dropdown, and 'Accountant tools'. The left sidebar shows a navigation menu with sections for 'YOUR PRACTICE', 'BOOKMARKS', and 'YOUR BOOKS'. The main content area is titled 'Good Books Company' and shows a 'Clients' list. A 'Save time as you work' notification is visible. The 'Overview' and 'Bookkeeping' tabs are highlighted with a green box. A green arrow points to the 'Add client' button in the top right corner. Another green arrow points to the 'Accountant' logo in the top left corner. The bottom of the screen features a 'Ready to add a client?' prompt.

On the left-hand Navigation bar, you can access the **Your practice** section. The **Your practice** section includes:


- **Clients**—a list of all your clients
- **Team**—a list of all your team members who access client files in your practice or firm
- **ProAdvisor**—access your ProAdvisor account.

Client list

The client list includes all your clients who use QuickBooks Online. The client names are listed on the left side under **Clients**.



The screenshot displays the QuickBooks Online interface for an Accountant. The left-hand navigation bar is visible, with the 'Clients' option under the 'YOUR PRACTICE' section highlighted. The main content area shows the client list for 'Good Books Company' (Matthew's clients). The 'Bookkeeping' tab is selected, and the 'Lead' dropdown is set to 'All'. A search bar is present with the text 'Find a client'. The client list table is shown below, with one client, 'Green Tree Landscapes', highlighted by a green box. The table has columns for 'Client / contact', 'Email / phone', 'Banking', 'Workpapers', 'Tax returns', 'Lead', and 'Actions'. The 'Green Tree Landscapes' row shows the email 'jon@gtl.ca', 'Review Data' under Workpapers, 'Create tax return' under Tax returns, and 'MP' under Lead. The 'Actions' column for this row contains an 'Edit client' link.

Client / contact	Email / phone	Banking	Workpapers	Tax returns	Lead	Actions
 Green Tree Landscapes	jon@gtl.ca		Review Data	Create tax return	MP	Edit client v

1 - 1 of 1 items < Page 1 of 1 >

Click the **Name** of the client to review the client in more detail. There are several sections that help you maintain the client file. They include: **Notes**, **Shared documents**, **Requests** and **Calls with experts**.

The screenshot displays the QuickBooks Online Accountant interface. On the left is a navigation sidebar with sections: 'YOUR PRACTICE' (Clients, Work, Team, ProAdvisor, Pro Tax, Apps), 'BOOKMARKS' (Bank transactions, Bookmark this page), and 'YOUR BOOKS' (Client overview, Workpapers, Dashboards, Tasks, Transactions). The main content area shows the client profile for 'Green Tree Landscapes'. At the top right of the client profile are 'Feedback?' and 'Edit client' buttons. Below the client name are tabs for 'Notes', 'Shared Documents', 'Requests', and 'Calls with experts'. The 'Notes' tab is active, showing a note titled 'New client onboarding' by Matthew P. with the text 'New client onboarding process kicked off.' and a date stamp of '06/01/2025 | 01:28 PM'. There is an '+ Add note' button and a 'Team' tag next to the note. The top of the interface includes a 'GO TO QUICKBOOKS' dropdown, 'Accountant tools', and utility icons for Help, search, notifications, and user profile.

Notes—The Notes section lets you add notes about a client. Add notes and QuickBooks Online Accountant places a date stamp on each note made in the client file.

Bookkeeping

Click the **Bookkeeping** tab to view the bookkeeping options. There are several options available from the bookkeeping tab:

Books review—Click **Start review** to review your client's books.

The screenshot shows the QuickBooks Accountant interface for 'Good Books Company'. The 'Bookkeeping' tab is selected. A table lists clients with columns for 'Client / contact', 'Books review', and 'Lead'. The client 'Green Tree Landscapes' is listed with a 'Start December review' link in the 'Books review' column, which is highlighted by a green arrow. The 'Actions' column contains an 'Edit client' link.

Client / contact	Books review	Lead	Actions
Green Tree Landscapes	Start December review	MP	Edit client

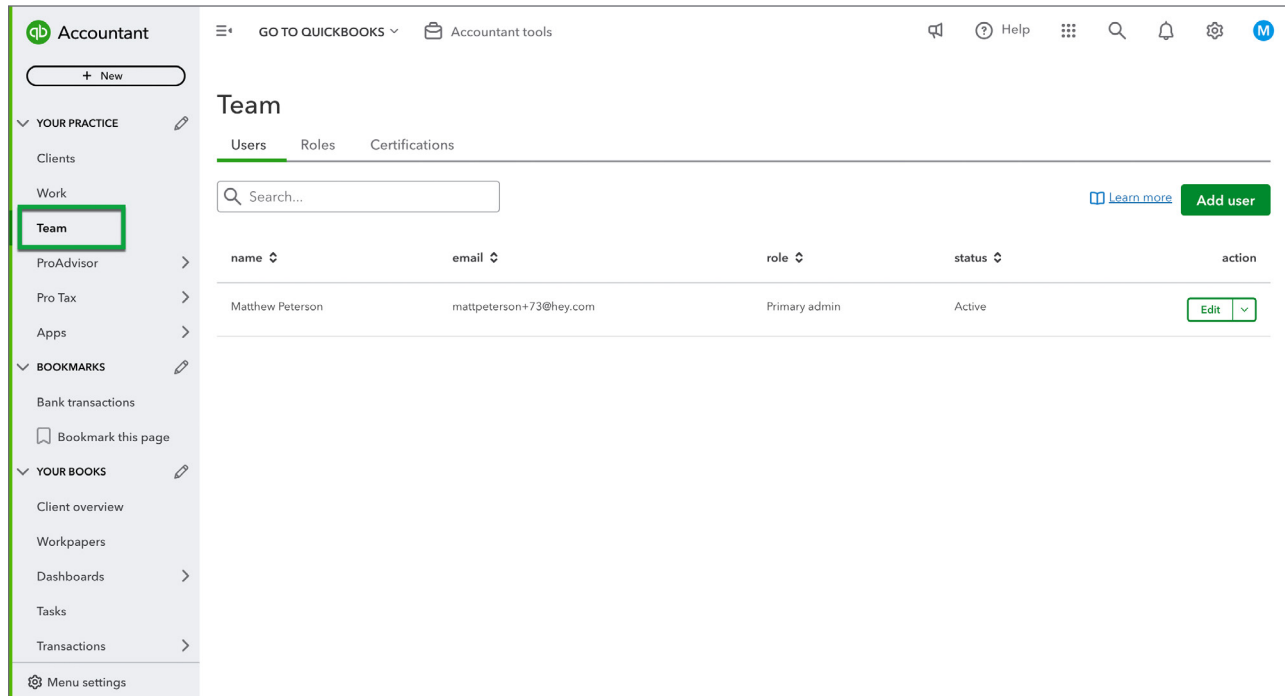
Actions—Click the **Actions** menu where you can access client **Workpapers** and **Create tax return**. You can also delete or make a client file inactive when you click **Delete permanently** or **Make inactive**.

The screenshot shows the 'Actions' dropdown menu for the 'Green Tree Landscapes' client. The menu is open, showing options: 'Edit client', 'Workpapers', 'Create tax return', 'Delete permanently', and 'Make inactive'. The menu is highlighted with a green border.

Client / contact	Books review	Lead	Actions
Green Tree Landscapes	Start December review	MP	<ul style="list-style-type: none"> Edit client Workpapers Create tax return Delete permanently Make inactive

▶ Team

The Team section in QuickBooks Online Accountant lets you add and manage team members in your accounting or bookkeeping firm.



The screenshot displays the QuickBooks Online Accountant interface. The left sidebar is titled 'qb Accountant' and contains a '+ New' button and a list of navigation items under 'YOUR PRACTICE' (Clients, Work, Team, ProAdvisor, Pro Tax, Apps), 'BOOKMARKS' (Bank transactions, Bookmark this page), and 'YOUR BOOKS' (Client overview, Workpapers, Dashboards, Tasks, Transactions). The 'Team' item is highlighted with a green box. The main content area is titled 'Team' and has tabs for 'Users', 'Roles', and 'Certifications'. Below the tabs is a search bar and an 'Add user' button. A table lists team members with columns for name, email, role, status, and action. One user, Matthew Peterson, is listed with the role 'Primary admin' and status 'Active'. An 'Edit' button is visible next to the user's name.

name	email	role	status	action
Matthew Peterson	mattpeterson+73@hey.com	Primary admin	Active	Edit

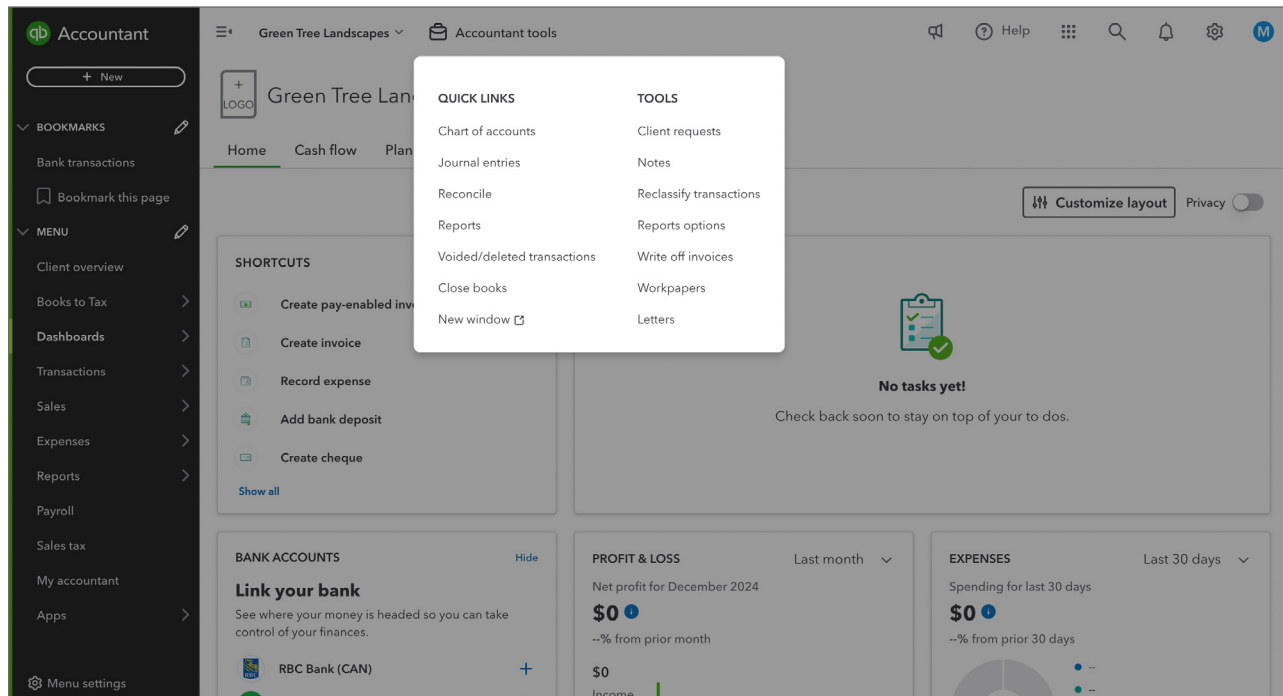
To add a new user:

1. From the **Team** page, click **Add user**.
2. Enter the **First** and **Last name**.
3. Click **Next**.

▶ Accountant toolbox

When you log into a client file, as the accountant user, you'll have access to the **Accountant toolbox**. The **Accountant toolbox** gives the accountant/bookkeeper access to a set of tools to help you manage client files.

The **Accountant toolbox** (the Toolbox icon next to the QuickBooks logo at the top left of the screen) contains some of the most used tools you'll need to work in your clients' books. If you don't see the toolbox, select a client from the Go to client's QuickBooks drop-down menu.



Reclassify transactions

This feature lets you make batch changes to entries that your client has made. This lets you select a group of transactions recorded to a specific class or account and recategorize those transactions to a different account. This helps you speed up your work. Instead of editing individual transaction, you can change a batch of transactions.

1. In the **Accountant toolbox**, click **Reclassify transactions**.
2. Enter the **Date** range.
3. Click the account to review on the left side of the window. QuickBooks displays the transactions on the right.
4. Select the transaction(s) in the right-hand pane of the window that you want to reclassify to a different account.

5. Click **Reclassify**.

The screenshot shows the QuickBooks Online Accountant interface. On the left is a navigation menu with options like 'New', 'BOOKMARKS', 'MENU', 'Dashboards', 'Transactions', 'Sales', 'Expenses', 'Customers & leads', 'Reports', 'Payroll', 'Projects', 'Budgets', 'Sales tax', 'My accountant', 'Apps', and 'Menu settings'. The main area displays the 'Reclassify Transactions' dialog box. The 'Account types' dropdown is set to 'Profit and loss'. The 'Basis' is set to 'Accrual'. The 'From' date is 01/12/2024 and the 'To' date is 31/12/2024. The 'Type', 'Class', and 'Tax Code' are all set to 'All'. The 'Customer/Supplier name' is set to 'All'. The 'Account' is set to 'All'. A 'Find transactions' button is visible. Below the dialog box, there is a cartoon character and the text 'Do a quick cleanup'.

6. Choose **Change account to** from the down arrow list. This is the account you will recategorize the selected transactions to.

The screenshot shows a modal dialog box titled 'Reclassify transactions'. It contains the text 'Make changes to all 2 selected transaction lines.' Below this are three dropdown menus: 'Change account to' (set to 'Equipment rental'), 'Change Tax code to' (set to 'Select'), and 'Change class to' (set to 'Select'). At the bottom are two buttons: 'Cancel' and 'Apply'.

7. Click **Apply**. QuickBooks makes the changes to the individual lines on the selected transactions.

Deleted/Voided transactions

Click **Deleted/Voided transactions** to view the audit log report filtered by deleted and voided entries.

The screenshot displays the Intuit QuickBooks interface for an "Audit Log". The left sidebar contains navigation options like "New", "BOOKMARKS", "MENU", and "Menu settings". The main content area shows filters for "User" (All Users), "Date Changed" (Last Year), and "Events" (Deleted/Voided tra...). Below the filters is a table with columns: DATE CHANGED, USER, EVENT, and HISTORY. The table lists three entries, all dated "Dec 4, 2024, 3:30 a.m. Central Standard Time" by user "Bob Smith", describing the deletion of billable expense charges. A pagination bar at the bottom right indicates "1 - 3 of 3 items" and "Page 1 of 1".

DATE CHANGED	USER	EVENT	HISTORY
Dec 4, 2024, 3:30 a.m. Central Standard Time	Bob Smith	Deleted Billable Expense Charge to Hazel Robinson for \$1125.00	View
Dec 4, 2024, 3:30 a.m. Central Standard Time	Bob Smith	Deleted Billable Expense Charge to Hazel Robinson for \$600.00	View
Dec 4, 2024, 3:30 a.m. Central Standard Time	Bob Smith	Deleted Billable Expense Charge to Hazel Robinson for \$607.50	View

Journal entry

At times, you may be required to make an accounting entry to handle special accounting transactions. These may include accounting items like deferred revenue, work in progress and others. QuickBooks Online lets you make general journal entries to handle these transactions.

To make a journal entry:

1. Click **Accountant tools**.
2. Click **Journal entries**.
3. Enter the **Date**.
4. Choose the first **Account** in the journal entry.
5. Enter the **Debit** amount.
6. Enter the **Credit** amount.
7. Enter a **Memo**.
8. Click **Save**.



NOTE If you select the **Adjusting journal entry** checkbox, it will be identified as an adjusting entry in the working trial balance.

Journal Entry no.15
⚙️ ? Help ✕

Currency: CAD Canadian Dollar

Journal date: 06/01/2025

Journal no.: 15

#	ACCOUNT	DEBITS (CAD)	CREDITS (CAD)	DESCRIPTION	NAME	SALES TAX	CLASS
1	Equipment rental	1,000.00		Correction			
2	Advertising		1,000.00	Correction			
3							
4							
5							
6							
7							
8							
Total CAD		1,000.00	1,000.00				

Cancel
Clear
Make recurring
Save
Save and new

Reports options

Using the **Reports tools** feature in the Accountant tools menu, lets you setup a default date range for QuickBooks reports. If you prefer to see your client reports in a month-to-date format, QuickBooks lets you assign this default. To set this up:

1. Click **Accountant toolbox**.
2. Click **Reports options**.

📁
Accountant tools

QUICK LINKS

- Chart of accounts
- Journal entries
- Reconcile
- Reports
- Voided/deleted transactions
- Close books
- New window [↗](#)

TOOLS

- Reclassify transactions
- Reports options
- Write off invoices
- Workpapers

3. Choose a default date range in **From** and **To**.

Report Tools

Report and Tool Defaults

Date **From** **To** **Basis**

This Year-to-date 01/01/2025 06/01/2025 Accrual

Books Not Closed

Close Books

Reconciliation Status

ACCOUNT	RECONCILED AS OF	RECONCILED BALANCE	CURRENT BALANCE
Chequing		0.00	21,095.57
Visa Credit Card		0.00	2,077.60