

QuickBooks Online Advanced

Product Consultant, Professional Services

Presenters



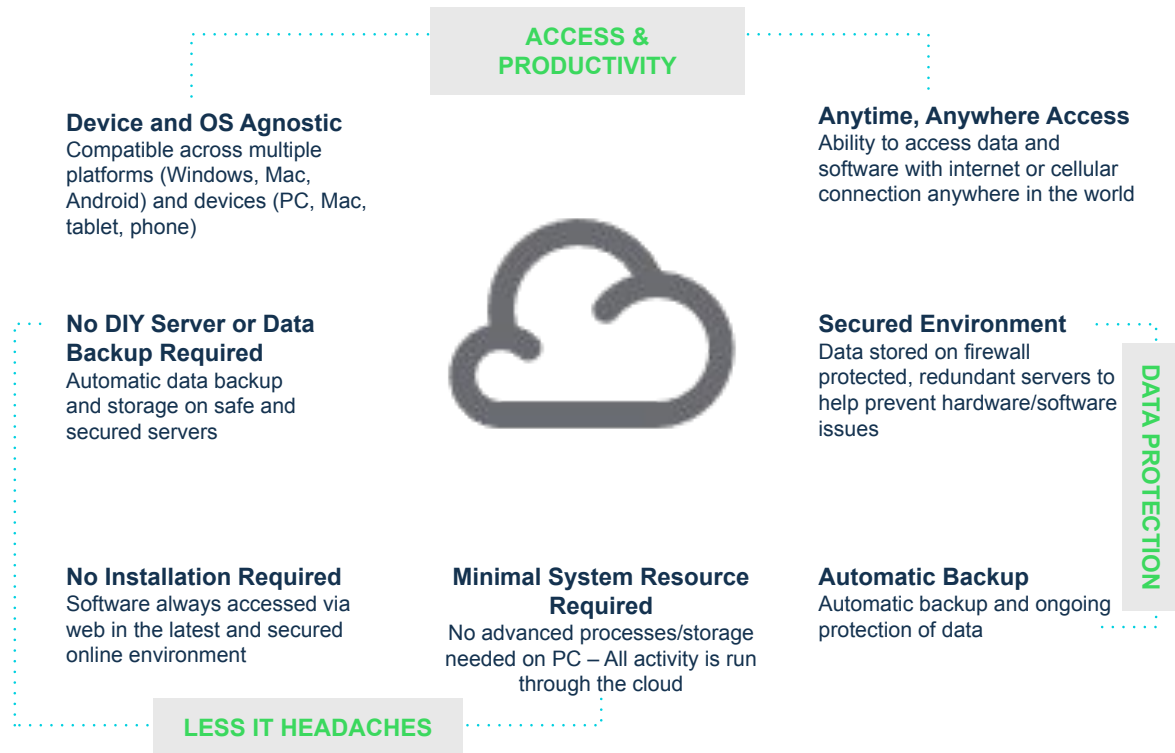
Leah Hartman

Professional Services | Product Consultant

Agenda

- Cloud Benefits
 - Automate Workflows
 - Money in
 - Money out
 - Reconciliation
 - Access Anytime, Anywhere
 - The Power of QuickBooks Online Advanced

Cloud Benefits



Selecting the right subscription

MOST POPULAR

Simple Start

Choose plan

[Income and expenses](#)

[Invoice and payments](#)

[Tax deductions](#)

[General reports](#)

[Receipt capture](#)

[Mileage tracking](#)

[Cash flow](#)

[Sales and sales tax](#)

[Estimates](#)

[Contractors](#)

[Connect 1 sales channel](#) **NEW**

Essentials

Choose plan

[Income and expenses](#)

[Invoice and payments](#)

[Tax deductions](#)

[Enhanced reports](#)

[Receipt capture](#)

[Mileage tracking](#)

[Cash flow](#)

[Sales and sales tax](#)

[Estimates](#)

[Contractors](#)

[Connect 3 sales channels](#) **NEW**

[Includes 3 users](#)

[Bill management](#)

[Enter time](#)

Plus

Choose plan

[Income and expenses](#)

[Invoice and payments](#)

[Tax deductions](#)

[Comprehensive reports](#)

[Receipt capture](#)

[Mileage tracking](#)

[Cash flow](#)

[Sales and sales tax](#)

[Estimates](#)

[Contractors](#)

[Connect all sales channels](#) **NEW**

[Includes 5 users](#)

[Bill management](#)

[Enter time](#)

[Inventory](#)

[Project profitability](#)

Advanced

Choose plan

[Income and expenses](#)

[Invoice and payments](#)

[Tax deductions](#)

[Powerful reports](#)

[Receipt capture](#)

[Mileage tracking](#)

[Cash flow](#)

[Sales and sales tax](#)

[Estimates](#)

[Contractors](#)

[Connect all sales channels](#) **NEW**

[Includes more than 5 users](#)

[Bill management](#)

[Enter time](#)

[Inventory](#)

[Project profitability](#)

[Business analytics with Excel](#)

[Employee expenses](#)

[Batch invoices and expenses](#)

[Customized access](#)

[Exclusive Premium Apps](#)

[Dedicated account team](#)

[On-demand training](#)

[Workflow automation](#)

[Data restoration](#)

Automation

Recurring Payments with Autopay

Let customers setup recurring payments with the autopay. More info [here](#).

The screenshot shows the Intuit QuickBooks interface for the business 'Craig's Design and Landscaping'. The left sidebar contains navigation links: Dashboard, Banking, Expenses, Sales, Workers, Reports, Taxes, Mileage, Accounting, My Accountant, and Capital. The main area displays a financial summary with the following data:

Category	Amount	Status	Due Date
Unpaid	\$5,281.52	Overdue	Last 365 days
Paid	\$1,525.50	Not deposited	Last 30 days
Due	\$134.20	Not due yet	
Deposited	\$0.00		

Below the summary is a table of invoices:

INVOICE	CUSTOMER / PROJECT	DATE	DUE DATE	TOTAL	STATUS	ACTION
123525	Angela Leon	01/22/2021	01/02/2021	\$ 84.00	Due in 5 days	View/Edit
123526	Leah Arellano	01/14/2021	01/31/2021	\$ 67.00	Due tomorrow	Receive Payment
123527	Clayton Yen	01/09/2021	01/29/2021	\$ 78.00		
123528	Courtney Sandlin	03/09/2021	01/02/2021	\$ 65.00		
123529	Lily Pin	03/24/2021	03/26/2021	\$ 38.00		
1234	Jesse Bray	06/01/2021	06/01/2021	\$ 250.00		



An 'Invoice 1234' modal is open, showing details for a recurring payment scheduled for \$250.00 on 06/01/2021. The modal includes the following information:


- Invoice 1234**
- Total due**: \$250.00
- Due date**: 06/01/2021
- Interval**: Repeats every month
- Billing address**: Jesse Bray, 1 Applesseed Court, Center City, MO 65432, Email: jbray@smb.com
- Invoice activity**:
 - Invoice created On 05/01/21
 - Invoice sent On 05/01/21
 - Invoice viewed On 05/05/21
 - Autopay scheduled


Recurring Payments with AutoPay

Let customers setup recurring payments with the autopay. More info [here](#).

Autopay

 Roman Jason 

PAYMENT AMOUNT 

\$570.00 

Debit card Credit card

Name on card

John Smith

Card number

1234 5678 9000 0000

Exp date

08/26


CVV code

1234






Postal code

12345


☒ Turn on monthly autopay starting September 13, 2020 NEW
Payment will process 3 business days before the due date.

 Pay \$570.00 monthly

By selecting Pay, I accept the [Terms of Service](#) and have read and acknowledge the [Privacy Statement](#). I also allow Intuit to charge \$570.00 to my card on 09/10/2020 and periodically thereafter per my [Billing Agreement](#). You can cancel autopay anytime from the payment receipt email.

© 2020 Intuit Inc. All rights reserved.



**GrassHopper Landscaping**

Invoice 100016

Due date September 13, 2020


Invoice amount \$570.00


Total \$570.00

[View invoice](#)  

Contacts

Email: GrassHoppe@gmail.com



 **TRUSTe**
eTrust


 Information is protected and kept confidential

Schedule Pay

Let customers select a date to pay (up until the due date) with the Schedule Pay. More info [here](#).

Schedule pay

 Roman Jason 

PAYMENT AMOUNT 

\$140.00 [Edit](#)

Debit card

Credit card

Name on card

John Smith

Card number

1234 5678 9000 0000

Exp date

CVV code

Postal code

08/26

1234


12345

Payment date NEW


09/05/2020

Invoicing due date 09/25/2020

☒ Save payment method

 **Schedule \$140.00 payment**

By selecting Pay, I accept the [Terms of Service](#) and have read and acknowledge the [Privacy Statement](#). I also allow Intuit to charge \$140.00 to my card on 09/05, 2020

**GrassHopper Landscaping**

Invoice

100016

Due date



September 25, 2020

Invoice amount

\$140.00


Total


\$140.00


[View invoice](#)  

Contacts

Email: daniel@gmail.com



 **TRUSTe**
eTrust

 Information is protected and kept confidential

VISA


M.C.

DISCOVER

AMEX

Bank

© 2020 Intuit Inc. All rights reserved.

 INTUIT quickbooks.

Intuit Confidential and Proprietary

9

Send invoice reminders automatically in QBO

Automatically send reminders to customer when invoices are, or soon, to be overdue. Learn more [here](#).

Account and Settings

Company

Billing & subscription

Usage

Sales

Expenses

Payments

Time

Advanced

Reminders

Default email message for invoice reminders

Automatic invoice reminders ☒

Automatic email reminders only apply to new invoices. Turning off automatic reminders removes them from all invoices.

Reminder 1 ☒

On

3

day(s)

Before

due date

Use [Invoice No.] and [Company Name] as placeholders in the email.

Subject line

Reminder: Your payment to Demos R Us is due

☒ Use email greeting

Dear

[Full Name]

Email message

We're sending a reminder to let you know that invoice [Invoice No.] has not been paid. If you already paid this invoice or have any questions, let us know!

Have a great day!

Demos R Us

Use default reminder message

Reminder 2 (On due date) Off

Reminder 3 (3 day(s) after due date) Off

Cancel Save

QuickBooks Checking

Get fast payments and no monthly minimum requirements—powered by QuickBooks for seamless accounting. [Learn more](#)

Free to open

No monthly fees or account minimums**

Access to Instant Deposit, without the added fee , if eligible**

Use envelopes to save for expenses and earn 1.75% APY**

Deposit checks right from your mobile app**

Cash flow projections and insights**

Seamless integration with QuickBooks Payments and QuickBooks Payroll**

ACH transfers for no additional fee**

Withdraw funds at over 19,000 AllPoint ATMs

Pay bills right from QuickBooks**

Free premium debit card with your company name

FDIC insured up to \$5 million***

Easy digital setup and customer support

QuickBooks and Intuit are a technology company, not a bank. Banking services provided by our partner, Green Dot Bank.

Recurring Transactions

Create templates for recurring transactions, scheduled, reminder or as an unscheduled template. Learn more [here](#).

Recurring Transactions

Reminder List New

Filter by Name Filter All

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/VENDOR	AMOUNT	ACTION
Weekly expenses	Scheduled	Expense	Every Week	10/28/2022	11/04/2022	Amazon	2.00	Edit
Strings	Scheduled	Expense	Every Week	10/31/2022	11/07/2022	Amazon	50.00	Edit
Prepaid Insurance	Scheduled	Journal	Every Month	11/01/2022	12/01/2022		0.00	Edit
New Customer	Scheduled	Sales Receipt	Every Day	11/01/2022	11/02/2022	New Customer	218.50	Edit
More money	Scheduled	Sales Receipt	Every Day	11/01/2022	11/02/2022	Cory	2,500.00	Edit
Franchisee 1	Scheduled	Invoice	Every Month	11/01/2022	12/01/2022	Franchisee 2	120.00	Edit
For rec	Scheduled	Check	Every Month	11/01/2022	12/01/2022	Gallion Masonry	500.00	Edit
daily haul	Scheduled	Sales Receipt	Every Day	11/01/2022	11/02/2022			
Coulter	Reminder	Invoice	Every Week		02/01/2019			
Cory	Reminder	Sales Receipt	Every Day		08/26/2022			
Christine	Reminder	Sales Receipt	Every Day		12/03/2020			
Car Park	Scheduled	Expense	Every Day	11/01/2022	11/02/2022			
breakfast for office	Scheduled	Expense	Every Day	11/01/2022	11/02/2022			
Beyond the Basics	Scheduled	Invoice	Every Day	11/01/2022	11/02/2022			

Select Transaction Type

Select the type of template to create

Transaction Type

Invoice

Bill

Non-Posting Charge

Check

Non-Posting Credit

Credit Card Credit

Credit Memo

Deposit

Estimate

Expense

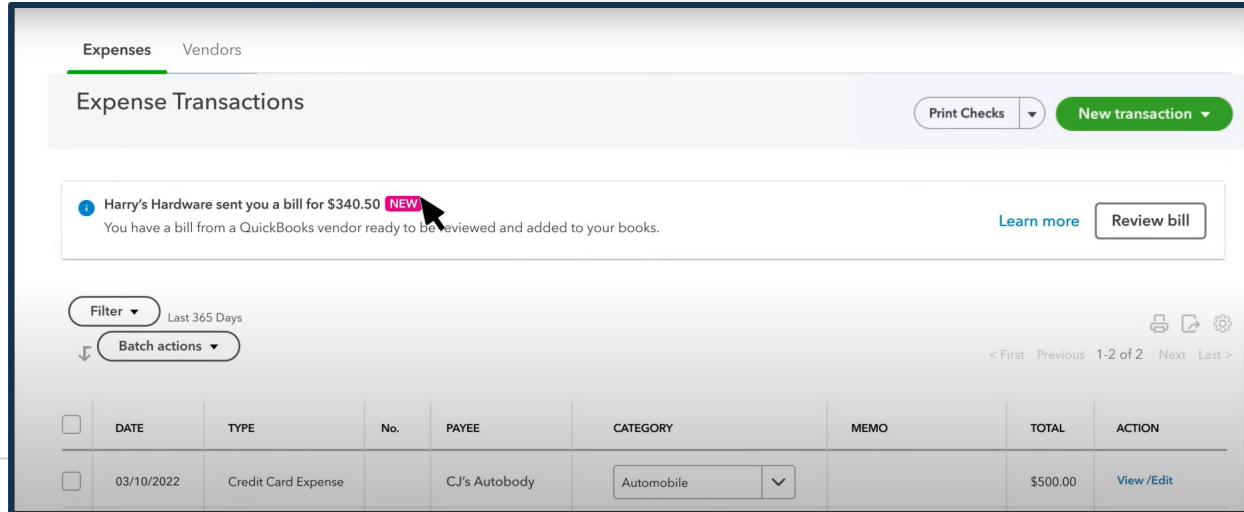
Invoice

Journal Entry

OK

Import Invoice as a Bill via the QuickBooks Business Network

Invoices appear automatically in QuickBooks as a bill to review and pay. Learn more [here](#).



The screenshot displays the QuickBooks interface for managing expenses. At the top, there are tabs for 'Expenses' and 'Vendors'. Below these, the 'Expense Transactions' section is visible, featuring a 'Print Checks' button and a 'New transaction' button. A notification banner indicates a new bill from 'Harry's Hardware' for \$340.50, with a 'NEW' tag and a 'Review bill' button. Below the notification, there are filters for 'Filter' (set to 'Last 365 Days') and 'Batch actions'. The main table lists expense transactions with columns for DATE, TYPE, No., PAYEE, CATEGORY, MEMO, TOTAL, and ACTION. The first transaction listed is dated 03/10/2022, categorized as 'Credit Card Expense', from 'CJ's Autobody', with a total of \$500.00. A 'View / Edit' link is provided for this transaction.

	DATE	TYPE	No.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
<input type="checkbox"/>	03/10/2022	Credit Card Expense		CJ's Autobody	Automobile		\$500.00	View / Edit

Bank Feeds

Online banking, or bank feeds, save time so you don't have to enter anything manually. Learn more [here](#)

Banking

Banking App transactions Rules Tags Receipts

0669 Chase Checking

Credit Card

\$1,308.72
BANK BALANCE
Updated on 10/28/2022

-\$2,007.12
IN QUICKBOOKS

173

3038 Checking

\$5,310.33
BANK BALANCE
Updated on 9/28/2022

\$2,404.39
IN QUICKBOOKS

PayPal Bank

\$0.00
BANK BALANCE
Updated 7 hours ago

-\$272.73
IN QUICKBOOKS

486

0669 Chase Checking

\$6,114.15
BANK BALANCE
Updated 13 hours ago

\$33,565.35
IN QUICKBOOKS

105

Link account Update Explore

For review (105) Categorized Excluded

All dates All transactions (...) Search by description, check number, or amount

<input type="checkbox"/>	DATE	BANK DETAIL	PAYEE
<input type="checkbox"/>	06/30/2022	CHIPOTLE	
<input type="checkbox"/>	06/29/2022	ACORNS	
<input type="checkbox"/>	06/28/2022	DUNKIN	
<input type="checkbox"/>	06/28/2022	JAVA SHOPPE	
<input type="checkbox"/>	06/22/2022	HULU	
<input type="checkbox"/>	06/22/2022	VENMO	

Linking your bank

Let's get a picture of your profits

Connect your bank or credit card to bring in your transactions.

Enter your bank name or URL

We support 20,000+ local and international banks.

Bank of America

Wells Fargo

Capital One

U.S. Bank

Connect to PayPal

PNC Bank - Business

PNC Bank

Regions Bank

Show more

At Intuit, the privacy and security of your information are top priorities.

Privacy Verified by TRUSTe

Bank Rules

Bank rules help you control, customize and automate how QuickBooks categorizes transactions. Learn more [here](#).

Rules

Save time with rules

Make easy work of transaction review

[▶ See how it works](#)

With QuickBooks, you make the rules!

- Tell us how to categorize transactions in the way that is best for your business
- Decide where to apply the rule—and how those transactions will be handled
- See and update all your rules—quickly and easily



Pro Tip: If you helped QuickBooks learn to manage your expenses, you may already have rules set up and working for you.

[Go to rules](#)

Create rule

What do you want to call this rule? *

Home Depot

Apply this to transactions that are

Money out

in

Savings (1285)

and include the following:

All

Description

Contains

Home Depot

[+ Add a condition](#)

Automatic matching for Payments

Auto-reconciliation feature saves time by using the bank ID to automatically match bank deposits to payments.

Learn more [here](#).

The screenshot displays the QuickBooks Banking interface for 'LITTLE GREEN SPACE'. The left sidebar shows the navigation menu with 'Banking' selected. The main area is titled 'Banking' and shows the 'Bank of America - Checking (...1234)' account. A dropdown menu for 'All transactions' is open, showing options like 'All transactions', 'No rule', 'Any rule', 'Auto-add rule', 'Automatic match', 'Missing payee/customer', and 'Unassigned'. The 'Automatic match' option is selected. Below the dropdown, a table lists transactions with columns for 'AMOUNT' and 'ADDED OR MATCHED'. The table shows four transactions, all of which have been automatically matched to 'Deposit: Sales of Product Income'. A tooltip message states: 'QuickBooks automatically matched this for you. Manage automatic matching in settings for this table.' The table also includes an 'Automatic match' button and an 'Undo' button for each transaction.

AMOUNT	ADDED OR MATCHED
\$20.00	Added to: Deposit: Sales of Product Income
\$100.00	Matched to: Deposit: Split income 05/24/2021 \$100.00
\$200.00	Added to: Deposit: Sales of Product Income
\$300.00	Added to: Deposit: Sales of Product Income

Check Image Auto Import

Currently supported by
roughly 400 banks (no list
available at this time).
Available in all versions of
QBO.

Transactions

Banking App transactions Receipts All Sales Expenses

QuickBooks Test Bank Link account Update

QuickBooks Test Bank
\$30.00
Balance updated 22 hours ago
Review 2 transactions

Bank account
\$336.81
Balance updated 22 hours ago
Review 100 transactions

Unreviewed All dates Search [Go to bank register](#)

All transactions (2) Confirm matches (0) Add missing info (2) Review and confirm (2)

1.2 of 2 1

DATE	DESCRIPTION	PAYEE	AMOUNT	ASSIGN TO
11/04/2021	Deposit	Assign a payee	\$10.00	Sales
10/14/2021	Check	Assign a payee	\$20.00	Sales

☒ Categorize ☐ Find match ☐ Record as transfer

Vendor/Customer Category Split transaction

Select payee Sales

Tags Manage tags

Explore

10/14/2021
Check
\$20.00

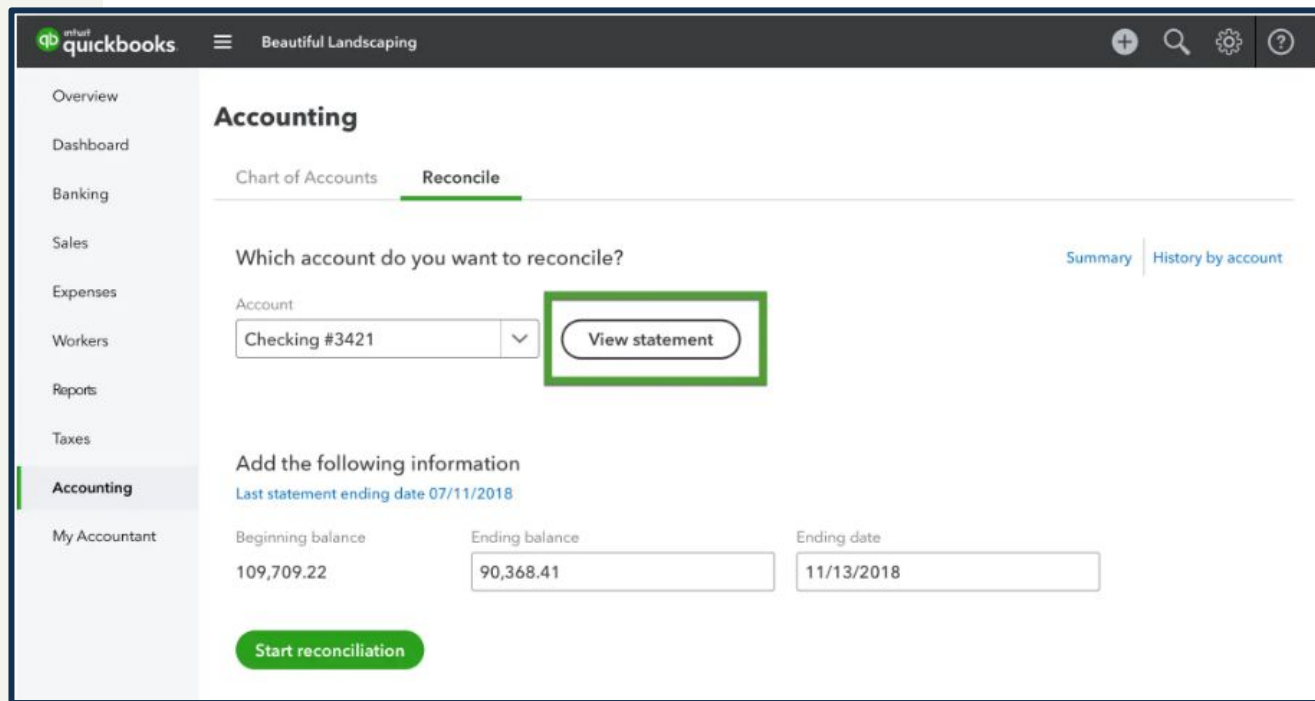
Suggestions

Confirm suggested category
We suggested **Sales** for Check based on how you and other businesses categorized similar transactions.

Add a vendor/customer
To track your money in and money out with more detail, we

Statement Auto Import

Get bank statements automatically when you reconcile. Learn more [here](#).

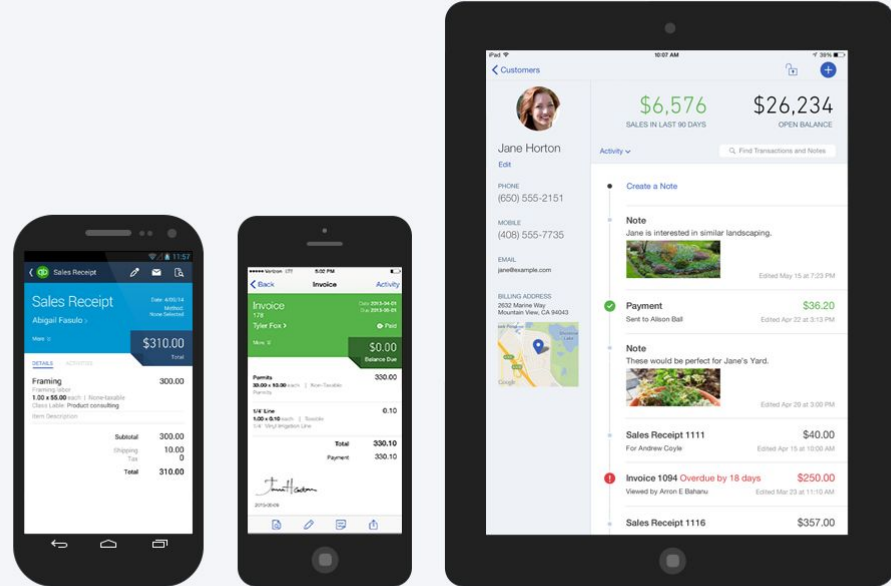


The screenshot shows the Intuit QuickBooks interface for the 'Beautiful Landscaping' company. The left sidebar lists navigation options: Overview, Dashboard, Banking, Sales, Expenses, Workers, Reports, Taxes, Accounting (selected), and My Accountant. The main area is titled 'Accounting' and has two tabs: 'Chart of Accounts' and 'Reconcile' (which is active). Below the tabs, the question 'Which account do you want to reconcile?' is displayed. A dropdown menu for 'Account' shows 'Checking #3421'. To the right of the dropdown is a button labeled 'View statement', which is highlighted with a green rectangular box. Below this, the section 'Add the following information' contains a link for 'Last statement ending date 07/11/2018'. At the bottom, there are three input fields: 'Beginning balance' with the value '109,709.22', 'Ending balance' with the value '90,368.41', and 'Ending date' with the value '11/13/2018'. A green button labeled 'Start reconciliation' is positioned at the bottom left of the form area.

Access Anytime, Anywhere

Download Mobile App, Android & iOS

- Accept mobile payments
- Email invoices to customers
- Upload receipts
- Track expenses on your phone
- Provide estimates
- Track mileage



Be efficient on the web

- Chrome, Firefox, Edge
- Open multiple windows
- Compare reports side-by-side
- Open multiple companies
- Keyboard shortcuts

The image displays two side-by-side browser windows of the Intuit QuickBooks web interface. Both windows show the 'Advanced Integrations' report page. The left window displays the 'Balance Sheet Summary' report, and the right window displays the 'Profit and Loss' report. Both reports are for 'All Dates' and are set to 'Accrual' basis. The reports are presented in a table format with a 'TOTAL' column on the right. The left window also shows a 'Collapse', 'Sort', 'Add notes', and 'Edit titles' toolbar at the top of the report area. The right window shows a 'Collapse', 'Sort', 'Add notes', 'See a chart', and 'Edit titles' toolbar. Both windows have a top navigation bar with 'Advanced Integrations' and a 'Performance center' link. The browser address bar shows the URL 'app.qbo.intuit.com/app/reportv2?token=BAL_SHEET_SUM8...' for the left window and 'app.qbo.intuit.com/app/reportv2?token=PANDL8show_log...' for the right window. The browser tabs show 'Advanced Integrations - QuickB...' and a list of other tabs including 'QB Share', 'Salesforce', 'Insight', 'Invoice', 'Workbook', 'Box', 'GoToWebinar', and 'Betterworks'.

Balance Sheet Summary
All Dates

	TOTAL
ASSETS	
Current Assets	
Accounts Receivable	7,888.53
Other Current Assets	\$1,335.50
Total Current Assets	\$59,224.03
TOTAL ASSETS	\$59,224.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	2,224.05
Total Current Liabilities	\$2,224.05
Total Liabilities	\$2,224.05
Equity	\$6,999.98
TOTAL LIABILITIES AND EQUITY	\$59,224.03

Accrual basis Tuesday, July 18, 2023 10:48 AM GMT-07:00

Profit and Loss
All Dates

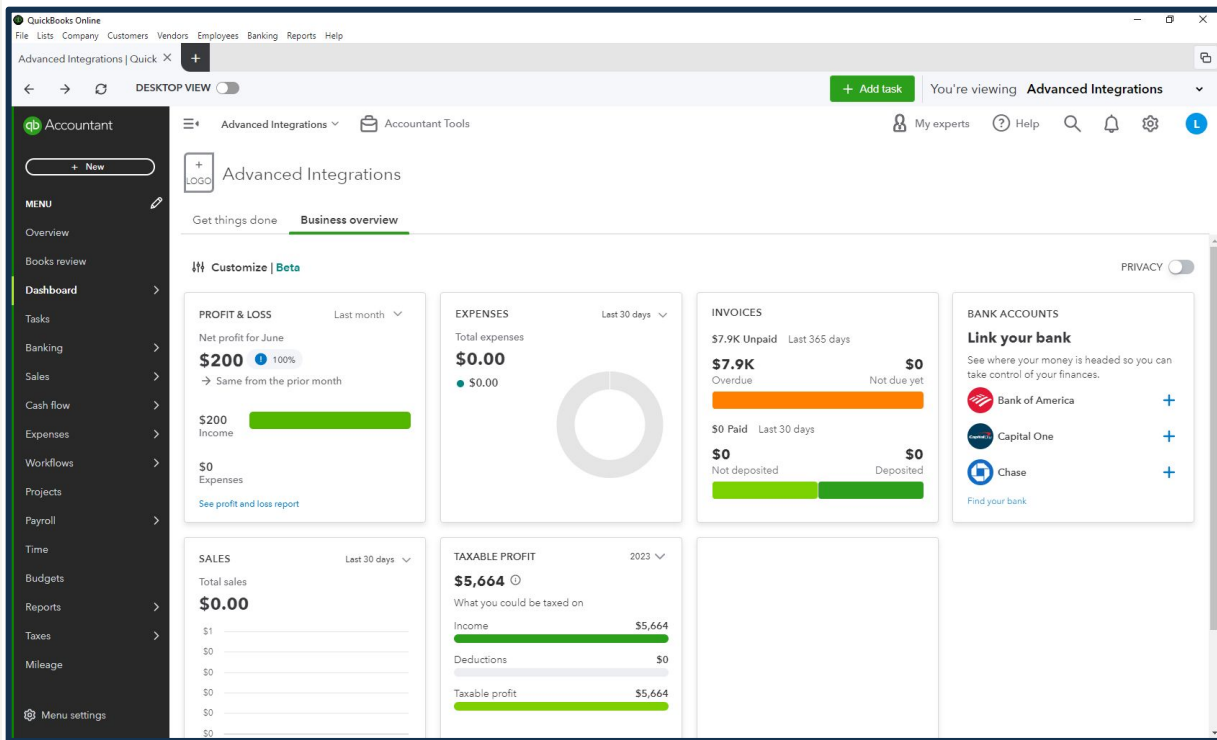
	TOTAL
Income	
Sales	887.50
Sales of Product Income	4,776.98
Total Income	\$5,664.48
Cost of Goods Sold	
Cost of goods sold	2,288.50
Total Cost of Goods Sold	\$2,288.50
GROSS PROFIT	\$3,375.98
Expenses	
Total Expenses	
NET OPERATING INCOME	\$3,375.98
NET INCOME	\$3,375.98

Tuesday, July 18, 2023 10:48 AM GMT-07:00

Windows/Mac Desktop App*

- Desktop feel
- Stay signed in
- Navigation map view
- Access multiple companies

*Available to: QBO Adv, QBO Accountant, anyone migrating from QB Desktop



QuickBooks Online Advanced

Spreadsheet Sync

Spreadsheet Sync lets you securely send data back and forth between QuickBooks Online Advanced and your Microsoft Office Excel spreadsheet for up-to-date data and custom insights.

Using Spreadsheet Sync, you can:

- Create reports the way you want.
 - Use spreadsheets to create custom charts and graphs using data from QuickBooks.
- Keep your data in sync.
 - Add and edit large batches of data in your spreadsheet, and sync it right back to QuickBooks.
- Run multi-company reports in spreadsheets.
 - Group companies and run consolidated reports in spreadsheets.

[Learn more](#)

Custom Report Builder

Track business performance at a glance and make informed business decisions with customizable, presentation-ready reports. Tailor your reports to the info that matters most, and keep your accountant in the loop with email updates.

The screenshot displays the 'Invoice Report' interface in the Custom Report Builder. At the top, there's a navigation bar with 'Advanced Integrations', 'Accountant Tools', and user options like 'My experts', 'Help', and 'Settings'. Below this, the report title 'Invoice Report' is shown with a 'Back' link and a 'Give feedback' link. Action buttons for 'More actions', 'Export', and 'Save' are present. The report is currently in 'Table View' (with 'Chart View' as an alternative). A date range of 'Last month' is selected, along with options for 'Pivot', 'Group', 'Filter', and 'Customize'. A warning message states: 'This report uses an earlier version of the custom report builder. Re-create this report if you need to customize it again.' The main report area shows the title 'Invoice Report : 01 Jun - 30 Jun' and a message: 'Your selection doesn't have any info. Change your selection or start a new search.' Below this is a table with columns: 'Invoice date (Invoice)', 'Invoice number (Invoice)', 'Customer name (Invoice)', 'Due date (Invoice)', 'Amount (Invoice)', 'Open balance (Invoice)', and 'Shipping date (Invoice)'. The table is currently empty. A status bar at the bottom indicates '7 columns | 0 rows | Updated a few seconds ago'. On the right, a 'Customize report' sidebar is open, showing 'Cash' and 'Accrual' radio buttons (with 'Accrual' selected), and a 'Layout' tab (with 'General' and 'NEW' also visible). The 'Layout' section lists the columns in the report, each with a drag handle and a close icon.

Invoice date (Invoice)	Invoice number (Invoice)	Customer name (Invoice)	Due date (Invoice)	Amount (Invoice)	Open balance (Invoice)	Shipping date (Invoice)
---------------------------	-----------------------------	----------------------------	-----------------------	---------------------	---------------------------	----------------------------

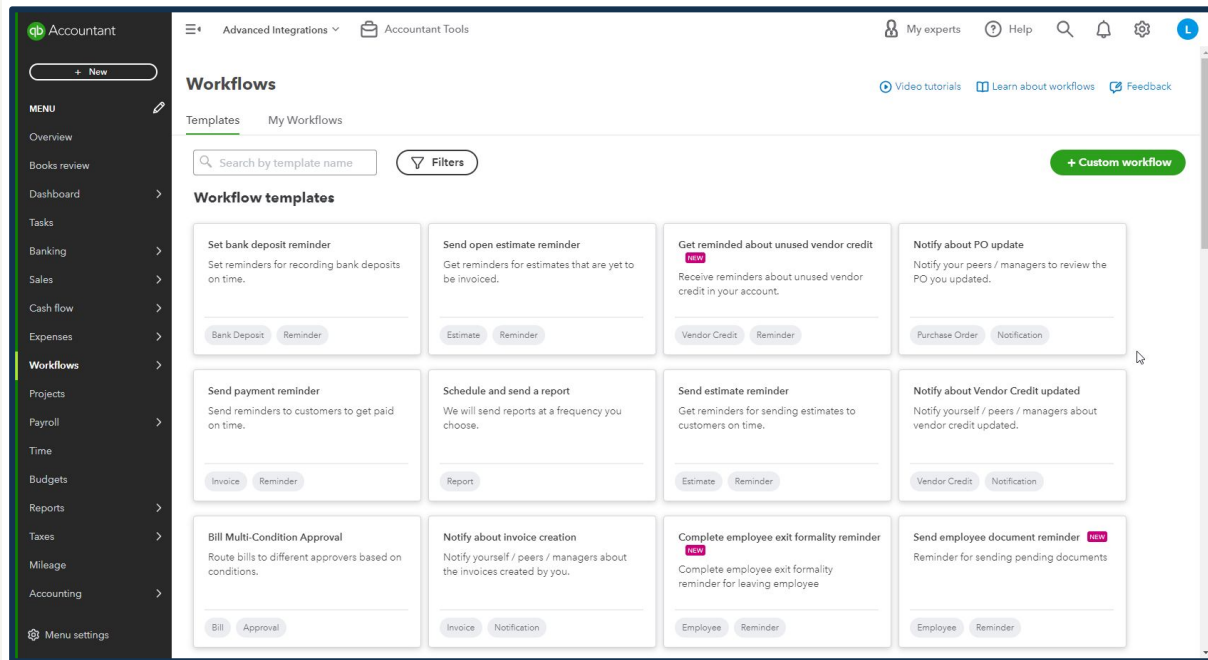
Workflows

Send reminders to the right people at the right time.

Automate common tasks in QuickBooks like sending payment reminders to customers.

Send reminders to your team to complete specific tasks, like reviewing open invoices.

[Learn more](#)



Thank you!