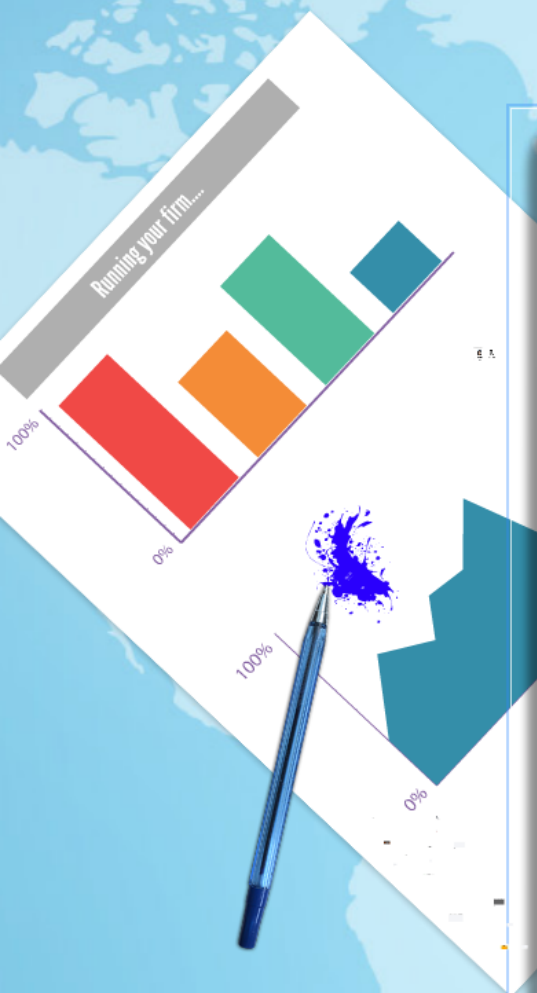




**QUICKBOOKS ONLINE
ACCOUNTANT CAN DO
THAT?!**



Client Value

You realise that client work has a value isn't tied to the number of hours you put in it.
You realise that you can still charge the fee but spend half the hours working on it.
This is because the time you are now spending on the job carries a much higher value to client.



About today's speaker



Angie Karpouzis

Marketing Manager - Intuit



Kane Munro

Director – Accountancy Online



Why Practice Management Matters....



*Run your firm like a business to address the challenge of being a professional accountant while managing the administrative and business demands of your practice.
Powerful systems developed and refined over*



A day in the life of QuickBooks Online Accountant (QBOA) managed firm.

- 8:00 AM: Got my coffee, what the heck is going on today?
- 8:15 AM: Peggy called in sick, now what?
- 10:30 AM: How do I run that payrun?
- 1:30 PM: Congratulations! We've just landed that new client!
- 3:15 PM: Is that client making me any money?
- 4:30 PM: Time to wind down with a bit of PD.

8:00 AM:

Got my coffee, now what the heck is going on today?

View projects, tasks, and pending requests for the whole team in the Work tab

The screenshot displays the QBConnect 'Work' tab interface for a client named 'Test Firm Extraordinaire'. The interface features a green header bar with navigation links and a search bar. Below the header, there are filters for 'All', 'Everyone', and 'All types', along with a 'From QuickBooks' toggle. The main content area is organized into four columns representing different time periods: 'TODAY: 2', 'THIS WEEK: 15', 'NEXT WEEK: 54', and 'NEXT 30 DAYS: 68'. Each column contains a list of tasks and projects, each with a date, a title, a project name, and a status (e.g., 'To do', 'In progress'). The tasks are color-coded by date and include icons for status and priority. The interface also includes a 'Feedback?' link, 'Notifications', 'Manage templates', 'Create client request', and 'Create project' buttons.

Time Period	Task/Project	Date	Status
TODAY: 2	Review Reports	SEP 14	To do
	Review new list items	SEP 14	In progress
THIS WEEK: 15	Ensure client has enough cash in the bank	SEP 25	To do
	Ensure no changes since previous payroll	SEP 25	To do
	Pay any taxes due	SEP 25	To do
	Print paychecks	SEP 25	To do
NEXT WEEK: 54	Pay Bills	SEP 30	To do
	Send payroll report to client	SEP 30	To do
NEXT 30 DAYS: 68	Reconcile Bank Accounts	OCT 7	To do
	Send payroll report to client	OCT 7	To do

8:15 AM: Peggy called in sick,
now what?



Filter and sort by client, team member, type, or status

The screenshot displays the QuickBooks Connect interface for a client named 'Test Firm Extraordinaire'. The interface includes a green header bar with navigation links and a search bar. Below the header, there are filter and sort controls. The main content area shows a table of tasks assigned to 'Peggy Payroll-Wizard'.

Client: Test Firm Extraordinaire
Date: Sunday, September 23

Feedback? Notifications Manage templates Create client request Create project

Filters: All | Peggy Payroll-Wiz | All types | To do, in progress, blocked... | Due this week

DUE DATE	FOR	NAME	STATUS	END DATE	ASSIGNED TO	TYPE
09/25/2018	Chloe's Cookies	Ensure client has enough cash...	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Ensure no changes since previ...	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Pay any taxes due	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Print paychecks	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Request approval from client t...	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Request timesheets from client	To do		Peggy Payroll-Wizard	Task
09/25/2018	Chloe's Cookies	Run Payroll	To do		Peggy Payroll-Wizard	Task
09/27/2018	Appy Hour Lounge	Run Payroll	In progress		Peggy Payroll-Wizard	Task

Quickly reassign tasks to keep the workflow moving

The screenshot displays the QuickBooks Accountant interface for a client named 'Test Firm Extraordinaire'. The main dashboard shows a calendar view with tasks for 'CHLOE'S COOKIES' project, including 'Ensure client has enough cash in the bank', 'Ensure no changes since previous payroll', 'Pay any taxes due', and 'Print paychecks'. A modal window titled 'Edit project' is open on the right, showing the 'Assigned to' dropdown menu. The dropdown is open, showing a list of users: 'Susan CPA', 'Me', 'Peggy Payroll-Wizard', 'Susan CPA' (highlighted with a red box and a mouse cursor), and 'Joe Bookkeeper'. The 'Status' is set to 'To do' and the 'Due date' is '09/30/2018'. The 'Tasks' section at the bottom of the modal shows a list of tasks for the project, including 'Ensure no changes since previous payroll'.

Use Slack with QBOA to stay in touch with your team

The screenshot displays the Slack interface with two overlapping panels. The left panel shows the 'qbotestingSTC' workspace with a list of channels including #appyhourlounge, #chloescookies, #general, #moneymakerstudios, #qboanotifications, and #random. The right panel shows the '#chloescookies' channel with a search bar and a list of messages. The messages are from Heather Satterley and QuickBooks Online Accountant (QBOA). The QBOA messages include details about new recurring projects and assignee changes. Red arrows point to the 'Weekly payroll' link and the assignee information in the QBOA messages. A red text box highlights the assignee information.

Slack Channel: #chloescookies

Messages:

- Heather Satterley 10:02 AM
joined #chloescookies.
- QuickBooks Online Accountant APP 11:11 AM
New recurring project
Monthly bookkeeping
Chloe's Cookies
Due 10/19/2018
@Heather Satterley @Joe Bookkeeper
- QuickBooks Online Accountant APP 11:34 AM
New recurring project
Weekly payroll
Chloe's Cookies
Due 9/30/2018
@Heather Satterley and 1 other teammate
- QuickBooks Online Accountant APP 11:44 AM
Assignee changed
Weekly payroll
Chloe's Cookies
Due 9/30/2018
@Susan CPA is the new assignee
@Peggy Payroll-Wizard was the old assignee

Annotations:

- Red arrow points to the 'Weekly payroll' link in the QBOA message.
- Red arrow points to the assignee information in the QBOA message.
- Red text box highlights the assignee information: '@Susan CPA is the new assignee @Peggy Payroll-Wizard was the old assignee'.
- Red text box: 'The Slack message from QBOA will include a link to the project so the new assignee can just click to review it!'

Footer:

11 @kanemunro & @angiekarpouzis

qb

Slack notifications for work

Team

2

Channels

Channel setup

What Slack channel do you want to use for notifications?

Select

Add channel

Private ☐ Anyone in your workspace can view or join this channel

Name

QBOANotifications

Save

of your clients.

Appy Hour Lounge

#appyhourlounge

Chloe's Cookies

#chloescookies

Marcia Applegate 2

Select

Money Maker Studios

#moneymakerstudios

Terry's Tech Services, LLC

Select

Test Company

Select

Previous

Save

< First Previous Next Last >

qb

Slack notifications for work

2

Channels

Channel setup

What Slack channel do you want to use for notifications?

#qboanotifications

Select an existing channel or add a new one for each of your clients.

Find a client

CLIENT	SLACK CHANNEL
App Hour Law Firm	Select
Appy Hour Lounge	+ Add New
Chloe's Cookies	#chloescookies
Marcia Applegate 2	#general
Money Maker Studios	#moneymakerstudios
Terry's Tech Services, LLC	#qboanotifications
Test Company	#random

Previous Save

< First Previous Next Last >

Help

File Edit View History Bookmarks Tools Help

QuickBooks

https://c37.qbo.intuit.com/app/work

Accountant

Go to client's QuickBooks

Search

Feedback? Notifications Manage templates Create client request Create project

YOUR PRACTICE

Clients

Team

Pro/Advisor

Work

Apps

YOUR BOOKS

Dashboard

Banking

Sales

Expenses

Projects

Employees

Reports

GST

Accounting

Accountancy Online

Thursday, 23 May

New! Quickstart templates streamline work and notifications keep you informed.

Show me

All Everyone All types From QuickBooks

TODAY: 0

THIS WEEK: 11

NEXT WEEK: 19

NEXT 30 DAYS: 0

MAY 24 LANE FINANCIAL PTY LTD Collect and organise data Project: Year-end tax To do

MAY 24 LANE FINANCIAL PTY LTD Compile Special Purpose Financial Reports Project: Year-end tax To do

MAY 24 LANE FINANCIAL PTY LTD Ensure all items to be carried forward are clearly noted Project: Year-end tax To do

MAY 30 MY FIRM Sample monthly bookkeeping for Accountancy Online To do

MAY 30 MY FIRM Task 3: Produce reports (1) Project: Sample monthly bookkeeping for Accountancy Online To do

MAY 30 MY FIRM Task 4: Meet with client (1) Project: Sample monthly bookkeeping for Accountancy Online To do

15:46 PM 23/05/2019

10:30 AM: I've gotta run payroll,
what am I supposed to do
again?



qbotestingSTC

Heather Satterley

Jump to...

All Threads

Channels

#appyhourlounge

#chloescookies

#general

#moneymakerstudios

#qboanotifications

#random

Direct Messages

slackbot

Heather Satterley (you)

Joe Bookkeeper

Peggy Payroll-Wizard

Susan CPA

Invite People

Apps

QuickBooks Online Ac...

#chloescookies

☆ | 1 | 0 | Add a topic

You created this channel today. This is the very beginning of the #chloescookies channel.

Set a purpose | Add an app | Invite others to this channel

Today

Heather Satterley 10:02 AM

joined #chloescookies.

QuickBooks Online Accountant APP 11:11 AM

New recurring project

Monthly bookkeeping

Chloe's Cookies

Due 10/19/2018

@Heather Satterley @Joe Bookkeeper

QuickBooks Online Accountant APP 11:34 AM

New recurring project

Weekly payroll

Chloe's Cookies

Due 9/30/2018

@Heather Satterley and 1 other teammate

QuickBooks Online Accountant APP 11:44 AM

Assignee changed

Weekly payroll

Chloe's Cookies

Due 9/30/2018

@Susan CPA is the new assignee

@Peggy Payroll-Wizard was the old assignee

new messages

+ Message #chloescookies

The Slack message from QBOA will include a link to the project so the new assignee can just click to review it!

qb Accountant

Go to client's QuickBooks

All

Everyone

All types

From QuickBooks

YOUR PRACTICE

Clients

Team

ProAdvisor

Work

Apps

YOUR BOOKS

Dashboard

Banking

Sales

Expenses

Projects

Workers

Reports

Taxes

Accounting

TODAY: 91

THIS WEEK: 0

NEXT WEEK: 38

SEP 14

APP HOUR LAW FIRM

Review new list items

Project : Monthly Bookkeeping

In progress

SEP 25

CHLOE'S COOKIES

Ensure client has enough cash in the bank

Project : Weekly payroll

To do

SEP 25

CHLOE'S COOKIES

Ensure no changes since previous payroll

Project : Weekly payroll

To do

SEP 25

CHLOE'S COOKIES

Pay any taxes due

Project : Weekly payroll

To do

SEP 25

CHLOE'S COOKIES

OCT 14

CHLOE'S

Send p

Project :

To d

OCT 14

CHLOE'S

Weekly

To d

OCT 15

MY FIRM

Bi-wee

To d

OCT 15

APP HOUR

Bi-wee

To d

OCT 15

MY FIRM

Edit project

For Chloe's Cookies

You're editing a single project in a series. [Edit Series](#)

Project name *

Weekly payroll

Status

To do

Due date *

10/14/2018

Repeat

Assigned to *

Peggy Payroll-Wizard

Slack reminder

Details

Link to Payroll Procedures:

<https://docs.google.com/document/d/1asycf2h0wfxL6ZokigulmZV3O3qd2dcCwdd8FavTPCs/edit>

Tasks

For you and your team. Tasks aren't shared with clients.

OCT 9

Ensure no changes since previous payroll

To do

OCT






Create template


Duplicate


Save

1:30 PM: Congratulations!
We've just landed that new
client!



Search      Help

 **Add client**

All Clients 

TAX RETURNS	ACTIONS
	Edit client ▼
2017: 1120 In progress	Edit client ▼
2017: 1120S In progress	Edit client ▼
	Edit client ▼
2016: 1065	Edit client ▼
2017: 1065 In progress	Edit client ▼

Client contact information

☒ Business ☐ Individual

Business name *

Display name as

[+ Add more info](#)

Email *

Mobile

QuickBooks subscription [Compare](#)

☒ Wholesale discount (firm is billed) ☐ Direct discount (client is billed) ☐ No subscription right now

Plus	Change
Full Service Payroll	Change

Wholesale discount

Grow your practice by bundling QuickBooks into the services you provide clients.

[Learn more](#) about the benefits of the wholesale discount.

TOTAL **\$74.50/mo**
 + \$2/employee

qb Accountant Go to client's QuickBooks Search + ⚙️ 👤 ? Help

Test Firm Extraordinaire
Friday, October 12

Feedback? Notifications Manage templates Create client request **Create project**

YOUR PRACTICE

Clients

Team All Everyone All types From QuickBooks

ProAdvisor

Work

Apps

YOUR BOOKS

Dashboard

Banking

Sales

Expenses

Projects

Workers

Reports

Taxes

Accounting

TODAY: 91

SEP 14 APP HOUR LAW FIRM
Review new list items
Project : Monthly Bookkeeping
In progress

SEP 25 CHLOE'S COOKIES
Ensure client has enough cash in the bank
Project : Weekly payroll
To do

SEP 25 CHLOE'S COOKIES
Ensure no changes since previous payroll
Project : Weekly payroll
To do

SEP 25 CHLOE'S COOKIES
Pay any taxes due
Project : Weekly payroll

THIS WEEK: 0

NEXT WEEK: 38

OCT 14 CHLOE'S COOKIES
Send payroll report to client
Project : Weekly payroll
To do

OCT 14 CHLOE'S COOKIES
Weekly payroll
To do

OCT 15 APP HOUR LAW FIRM
Bi-weekly payroll
To do

OCT 15 MY FIRM
Bi-weekly payroll
To do

NEXT 30 DAYS: 94

OCT 21 CHLOE'S COOKIES
Send payroll report to client
Project : Weekly payroll
To do

OCT 21 CHLOE'S COOKIES
Weekly payroll
To do

OCT 23 CHLOE'S COOKIES
Ensure client has enough cash in the bank
Project : Weekly payroll
To do

OCT 23 CHLOE'S COOKIES
Ensure no changes since previous payroll

Create project

Project template

Client onboarding

Project name *

Client onboarding

Firm or client *

Amazingly Awes

Due date *

10/19/2018

Repeat

Assigned to *

Me

Slack reminder

Details

Be as detailed as you want. You've got lots of room.

Tasks

For you and your team. Tasks aren't shared with clients.

OCT

Meet with new client and sign

Save

OCT 13

Meet with new client and sign contract

To do

OCT 13

Gather new client data and documents

To do

OCT 13

Create new QuickBooks Online subscription

To do

OCT 13

Setup client's company information

To do

OCT 13

Import lists

To do

OCT 13

Payroll setup

To do

OCT 13

Customize sales templates

To do

OCT 13

Connect apps

To do

13

information

OCT 13

Import lists

To do

Task name *

Payroll setup

Due date *

10/13/2018

Assigned to *

Me

Show details

Remove

Collapse

OCT 13

Customize sales templates

To do

OCT 13

Connect apps

To do

Save

qb Accountant

Test Firm Extraordinaire

Search

+

⚙️

👤

?

Help

YOUR PRACTICE

Customers

Products and Services

Customers

Customer types

New customer

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0
0 ESTIMATE

\$0
0 UNBILLED ACTIVITY

\$0
0 OVERDUE

\$0
0 OPEN INVOICE

\$0
0 PAID LAST 30 DAYS

YOUR BOOKS

Dashboard

Banking

Sales

Expenses

Projects

Workers

Reports

Taxes

Accounting

Batch actions

Find a customer, project or company

CUSTOMER / PROJECT / COMPANY

PHONE

OPEN BALANCE

ACTION

Amazingly Awesome Client

Amazingly Awesome Client

\$0.00

Create invoice

App Hour Law Firm

App Hour Law Firm

\$0.00

Create invoice

Appy Hour Lounge

Appy Hour Lounge

\$0.00

Create invoice

Chloe's Cookies

Chloe's Cookies

\$0.00

Create invoice

Marcia Applegate 2

\$0.00

Create invoice

Invoice

Help

Amazingly Awesome Client

Email (Separate emails with a comma)

☐ Send later
 [Cc/Bcc](#)

Online payments

[Get set up](#)

☐ Cards

☐ Free bank transfer

BALANCE DUE

\$1,000.00

Billing address

Amazingly Awesome Client
US

Terms

Net 30

Invoice date

10/12/2018

Due date

11/11/2018

Add lines

Clear all lines

Add subtotal

Message displayed on invoice

Total

\$1,000.00

Balance due

\$1,000.00

Cancel

Clear

Print or Preview

Make recurring

Customize

Save

Save and send

qb Accountant

Go to client's QuickBooks

YOUR PRACTICE

Test Firm Extraordinaire

Friday, October 12

Feedback? | Notifica

Clients

Team

ProAdvisor

Work

Apps

YOUR BOOKS

Dashboard

Banking

Sales

Expenses

Projects

Workers

Reports

Taxes

Accounting

Amazingly Awesc

Everyone

Projects

From QuickBooks

TODAY: 0

THIS WEEK: 0

NEXT WEEK: 1

OCT 19

AMAZIN

Client

To

0 of 12

Assigned to *

Me

Slack reminder

Details

Be as detailed as you want. You've got lots of room.

Tasks

For you and your team. Tasks aren't shared with clients.

OCT 13

Meet with new client and sign contract

Done

Task name *

Gather new client data and dc

Due date *

10/13/2018

Assigned to *

Me

Status

To do

To do

In progress

Blocked

Done

OCT 13

Create new QuickBooks subscription

Create template

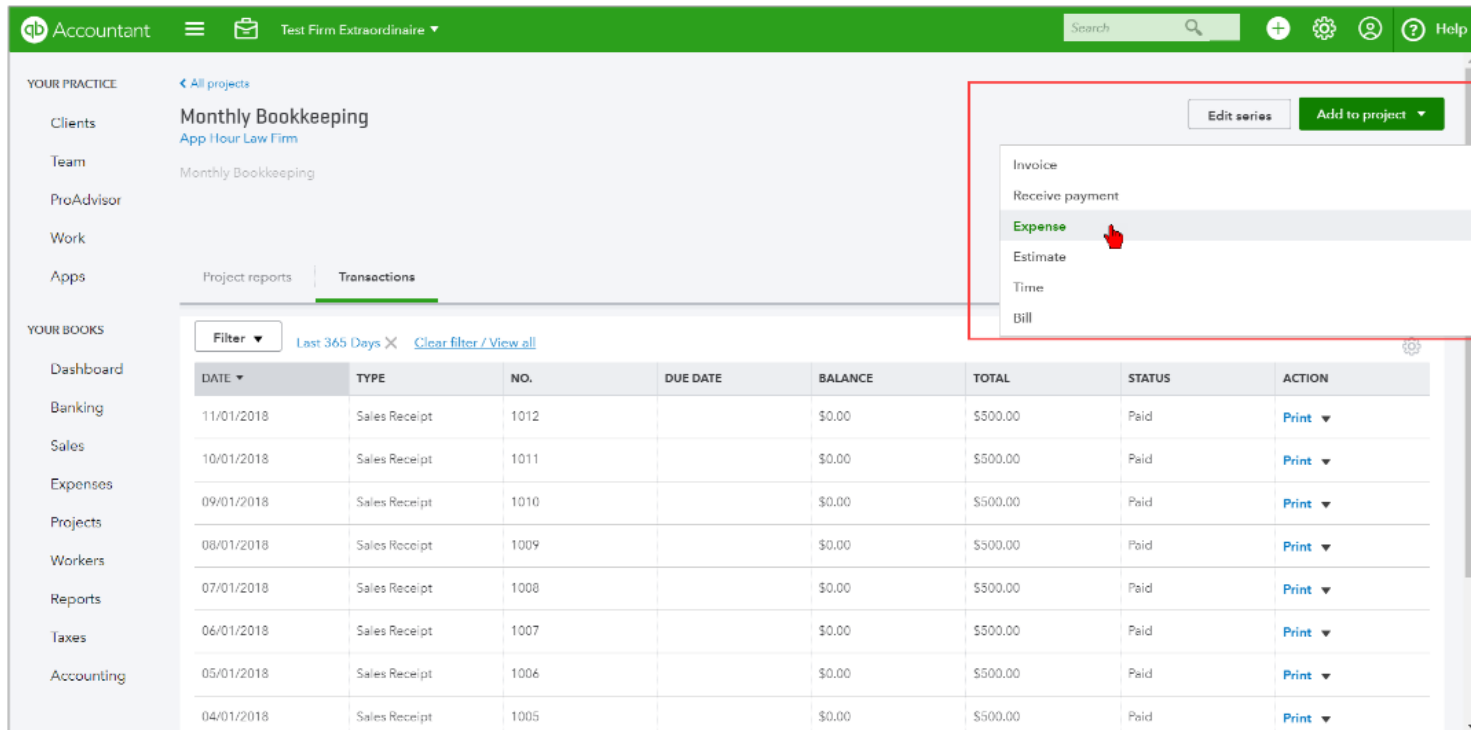
Duplicate

Save

3:15 PM: Is that client making
me *any* money?



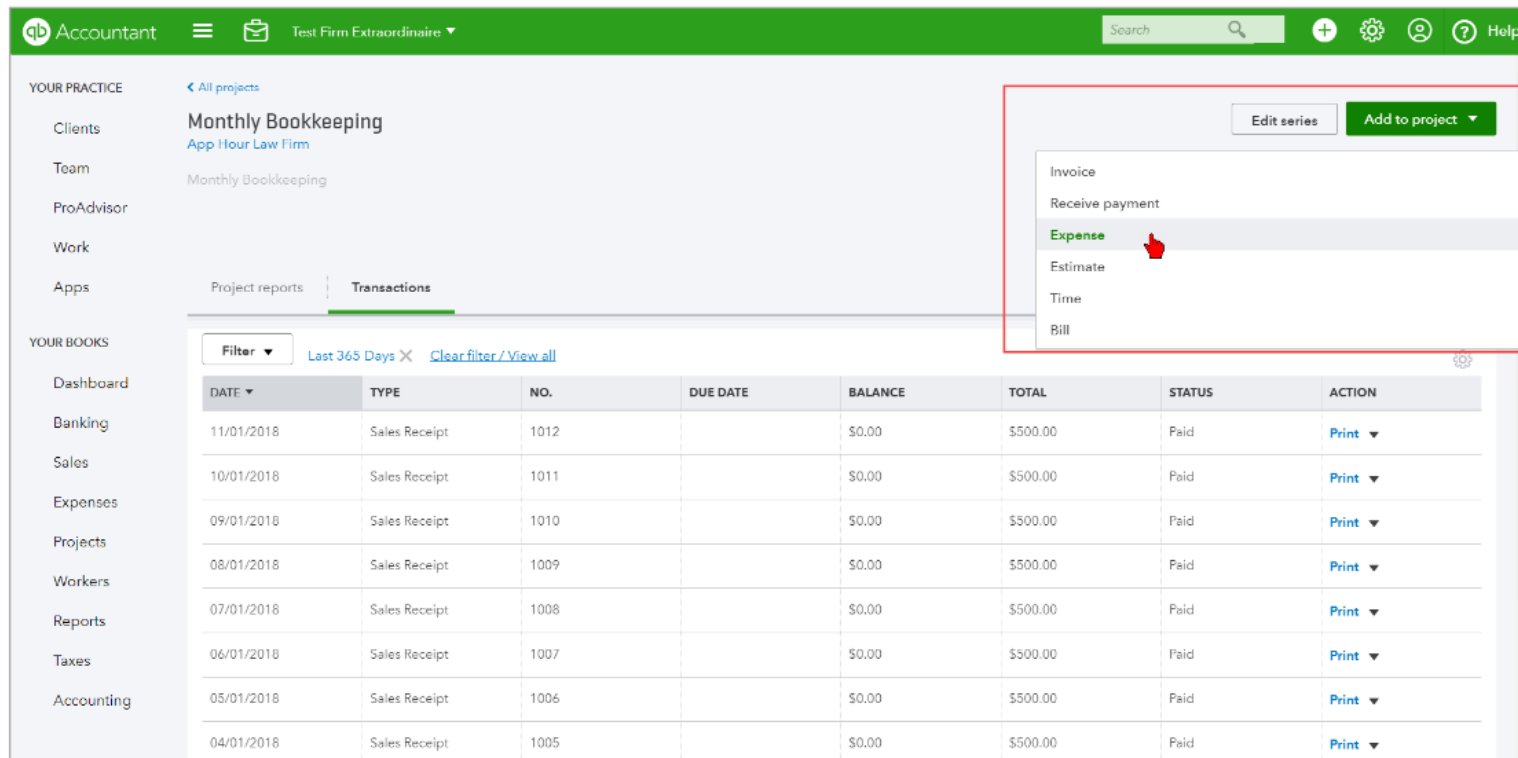
Add transactions to projects



The screenshot shows the QuickBooks Accountant interface. The top navigation bar includes the QuickBooks logo, a search bar, and user settings. The left sidebar lists various practice and bookkeeping tools. The main area displays the 'Monthly Bookkeeping' project for 'App Hour Law Firm'. The 'Transactions' tab is active, showing a list of sales receipts. A red box highlights the 'Add to project' dropdown menu, which includes options like Invoice, Receive payment, Expense (highlighted with a red arrow), Estimate, Time, and Bill.

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
11/01/2018	Sales Receipt	1012		\$0.00	\$500.00	Paid	Print
10/01/2018	Sales Receipt	1011		\$0.00	\$500.00	Paid	Print
09/01/2018	Sales Receipt	1010		\$0.00	\$500.00	Paid	Print
08/01/2018	Sales Receipt	1009		\$0.00	\$500.00	Paid	Print
07/01/2018	Sales Receipt	1008		\$0.00	\$500.00	Paid	Print
06/01/2018	Sales Receipt	1007		\$0.00	\$500.00	Paid	Print
05/01/2018	Sales Receipt	1006		\$0.00	\$500.00	Paid	Print
04/01/2018	Sales Receipt	1005		\$0.00	\$500.00	Paid	Print

Add transactions to projects



The screenshot shows the QuickBooks Accountant interface. The top navigation bar includes the QuickBooks logo, a search bar, and various settings and help icons. The left sidebar lists 'YOUR PRACTICE' and 'YOUR BOOKS' categories. The main area displays 'Monthly Bookkeeping' for 'App Hour Law Firm'. The 'Transactions' tab is selected, showing a list of transactions. A red box highlights the 'Add to project' dropdown menu, which includes options like Invoice, Receive payment, Expense (highlighted with a red hand icon), Estimate, Time, and Bill.

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
11/01/2018	Sales Receipt	1012		\$0.00	\$500.00	Paid	Print
10/01/2018	Sales Receipt	1011		\$0.00	\$500.00	Paid	Print
09/01/2018	Sales Receipt	1010		\$0.00	\$500.00	Paid	Print
08/01/2018	Sales Receipt	1009		\$0.00	\$500.00	Paid	Print
07/01/2018	Sales Receipt	1008		\$0.00	\$500.00	Paid	Print
06/01/2018	Sales Receipt	1007		\$0.00	\$500.00	Paid	Print
05/01/2018	Sales Receipt	1006		\$0.00	\$500.00	Paid	Print
04/01/2018	Sales Receipt	1005		\$0.00	\$500.00	Paid	Print

Project profitability report

The screenshot shows the QuickBooks Accountant interface. The top navigation bar includes the 'qb Accountant' logo, a menu icon, the company name 'Test Firm Extraordinaire', a search bar, and icons for adding, settings, user, and help. Below the navigation bar, there are filters for 'Total Only', 'Active rows/active columns', 'Select period', and a basis selector for 'Cash' and 'Accrual' (selected). The left sidebar lists 'YOUR PRACTICE' (Clients, Team, ProAdvisor, Work, Apps) and 'YOUR BOOKS' (Dashboard, Banking, Sales, Expenses, Projects, Workers, Reports, Taxes, Accounting). The main content area displays a report titled 'Test Firm Extraordinaire' with the subtitle 'PROJECT PROFITABILITY FOR APP HOUR LAW FIRM'S MONTHLY BOOKKEEPING' and 'All Dates'. The report is filtered by 'Customer'. The table shows income and expenses with a total net income of \$1,051.63.

	TOTAL
Income	
Sales	5,500.00
Total Income	\$5,500.00
GROSS PROFIT	\$5,500.00
Expenses	
Payroll Taxes	386.33
Salaries & Wages	3,512.04
Software Fees	550.00
Total Expenses	\$4,448.37
NET OPERATING INCOME	\$1,051.63
NET INCOME	\$1,051.63

Accrual basis Friday, October 12, 2018 06:19 PM GMT-04:00

Get a free Tsheets Pro account for your firm

The screenshot displays the Tsheets Pro web application interface. The top navigation bar includes the Tsheets logo, a clock showing 6:09 PM, and a user profile for Heather Satterley. The left sidebar contains navigation menus for TRACK (My Time Card, Time Entries, Paid Time Off), REPORT (Approvals Report, Payroll Report, Project Report, Schedule Reports), MANAGE (Customers, Employees, Schedule, Who's Working), and SET UP (Company Settings, Add-ons, Advanced Tracking, Breaks, PTO Codes). The main content area is titled 'Time Entries' and features tabs for Timesheet List, Manual Time Card, and Time Slider. A '+ Add Time' button and an 'Actions' dropdown are visible. The interface shows a calendar view for 'Jan 7 - 13, 2018' with a table of time entries. The table has columns for Customer, dates from Sun, 1/7 to Sat, 1/13, and a Customer Totals column. Three entries are listed: 'App Hour Law Firm >> Monthly Bookkeeping' (5 hours on Sun, 0.5 on Thu), 'Appy Hour Lounge >> Weekly bookkeeping' (1.5 on Mon, 1 on Tue, 0.5 on Wed), and 'Chloe's Cookies >> Monthly bookkeeping' (1 on Mon, 0.25 on Thu). The Totals row shows 0:00 for Sun, 2:30 for Mon, 6:00 for Tue, 0:30 for Wed, 0:45 for Thu, 0:00 for Fri and Sat, and a total of 9:45. A 'Notes' section with a text area and 'Reset' and 'Save' buttons is at the bottom. The footer includes copyright information and links for Privacy, Terms, Legal, Cookies, and Contact us.

Customer	Sun, 1/7	Mon, 1/8	Tue, 1/9	Wed, 1/10	Thu, 1/11	Fri, 1/12	Sat, 1/13	Customer Totals
App Hour Law Firm >> Monthly Bookkeeping	5			0.5				5:30
Appy Hour Lounge >> Weekly bookkeeping		1.5	1	0.5				3:00
Chloe's Cookies >> Monthly bookkeeping		1			0.25			1:15
Totals:	0:00	2:30	6:00	0:30	0:45	0:00	0:00	9:45

4:30 PM: Time to wind down
with a bit of professional
development.



QUESTIONS?



QUICKBOOKS ONLINE ACCOUNTANT CAN DO THAT?!

0%

Run your business
being a pro
administrative
Powerful system
years help resolve
tasks of the business
the client work for win
Systems, how to design
them, and stick to them
very important.