



QUICKBOOKS ONLINE 2020 CLIENT TRAINING

Course 5

Expand Usability

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About the Author



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Esther Friedberg Karp is an internationally renowned trainer, writer, business consultant and speaker who has been repeatedly listed as one of Insightful Accountant's Top 100 QuickBooks ProAdvisors in the world. She has also been named to their Top 10 list on two occasions: as Top International ProAdvisor and Top Trainer/Writer ProAdvisor.

Based in Toronto, Canada, Esther has the unique distinction of holding ProAdvisor certifications in the United States, Canada and the United Kingdom. She has authored materials and delivered educational and certification courses for Intuit in all those countries, as well as Australia where she conducted live QuickBooks Online training. She has spoken at Scaling New Heights, QuickBooks Connect and other conferences, and has written countless articles for Intuit Global.

Esther's clients include companies worldwide and accounting professionals who seek her out on behalf of their own clients. She is sought out for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries. She also teaches QuickBooks Core and Advanced certification classes to accounting professionals in Canada.

Esther holds a BSc from the University of Toronto in Actuarial Science and Mathematics, and an MBA in Marketing and Finance from York University's Schulich School of Business.

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Training at a Glance

Use this as a guide to select specific steps to be covered.

TOPICS	STEP BY STEP WORKFLOWS
1. ACTIVATE QUICKBOOKS PAYMENTS	<ul style="list-style-type: none">• Set up a new QuickBooks Payments account• Configure Account and Settings for Online Invoices• Send Online Invoices• Invoicing Portal from the customer’s perspective
2. PAYROLL	<ul style="list-style-type: none">• Links to add QuickBooks Online Payroll• Add employee to QuickBooks Online Payroll• Configure payroll settings for QuickBooks Online Payroll• Payroll Summary Report in QuickBooks Online Payroll• Tax Liability Report in QuickBooks Online Payroll• Paycheck List Report in QuickBooks Online Payroll
3. INTUIT APP CENTER	<ul style="list-style-type: none">• Find and explore the Intuit App Center

QUICKBOOKS ONLINE TEST DRIVE

Some exercises contained inside this handbook can be completed using a QuickBooks Online “test drive” file. The test drive uses a sample company file called Craig’s Design & Landscaping Services. It can be accessed through the following link:

[Craig's Design & Landscaping](#)

You don’t have to create an account or sign in to access the test drive file; just complete the security validation and click **Continue**.

This test drive is designed for you to explore and try out new things without worrying you will break something or make a mistake. It is not designed to retain any changes you make. Once you close this QuickBooks Online test drive company it is completely refreshed, so remember to allow sufficient time to complete each activity. But don’t worry if you have to close the test drive before you are finished! You can always begin again.

Certain exercises cannot be completed in the test drive file, and those exercises will be highlighted as requiring a live QuickBooks Online company (even one that is within the free 30-day trial period will do).

Topic 1: Payments – Activate QuickBooks Payments

TOPIC OBJECTIVES

- Identify the functionality of QuickBooks Payments
- Recognize the features of Online Invoices
- Recognize the steps to use the Invoicing Portal

FUNCTIONALITY OF QUICKBOOKS PAYMENTS

Consumers use a variety of methods – bank transfers (ACH), Apple Pay, Samsung Pay, Google Pay, and credit cards – to make payments in the store, in the field, online and via mobile devices. QuickBooks Payments allows companies to connect to their customers electronically, accommodating customer payment preferences with both credit card and bank account options.

QuickBooks Payments is the one central payment service associated with QuickBooks Online. It helps companies using QuickBooks Online get paid faster and save time, eliminating unnecessary transaction data entry and trips to the bank.

In this section we'll learn about QuickBooks Payments and how to apply and activate it in a QuickBooks Online account.

Features Available in QuickBooks Payments

- Supports accepting credit cards and ACH bank transfers
- Powers the payment screens (i.e., Sales Receipt and Receive Payment screens) to accept payments directly into QuickBooks Online
- Enables users to add a Pay Now button on an emailed invoice so customers can easily pay online; this automatically creates a Receive Payment transaction in QuickBooks Online linked to the invoice
- Powers mobile payments with transaction processing in the QuickBooks mobile app on mobile devices
- Funds move directly from the customer to the company's selected bank accounts
- There is typically a one-day window from the time the payment is submitted to the time it is received in the merchant's bank account. The exception is for users signed up for QuickBooks Payment prior to May 21, 2019 get next-day credit card deposits but must upgrade to get ACH deposits the next day. This is done by selecting the **Gear** icon > **Account and Settings** > **Payments** > (if you're eligible to upgrade) **Upgrade**.
- The bank deposit and merchant service fees are automatically recorded in QuickBooks Online by the QuickBooks Payments reconciliation feature. No competing accounting software can do this!
- It's the only payment service that allows credit card payments to be accepted directly in QuickBooks Online via either the Sales Receipt or Receive Payment screen
- Recurring sales receipts and credit card payments can be set up automatically
- It supports the Invoicing Portal referenced in the next section
- Payments made in the Invoicing Portal are automatically recorded in QuickBooks Online and the invoices marked as paid
- QuickBooks Payments includes GoPayment for mobile devices
- With GoPayment, credit cards can be swiped inside or outside of the QuickBooks Online mobile app and a card reader can be added for free
- GoPayment is great for those providing on-site services such as pool service technicians, electricians, personal trainers, inspectors and appraisers
- QuickBooks Payments is available separately as a stand-alone pay-as-you-go payment solution if a company does not invoice customers
- Payments are downloaded into QuickBooks Online; downloads not matched are saved and available to continue working on later

- Merchant service fees are automatically recorded with the deposit in QuickBooks Online
- More information can be obtained at <https://quickbooks.intuit.com/payments/>

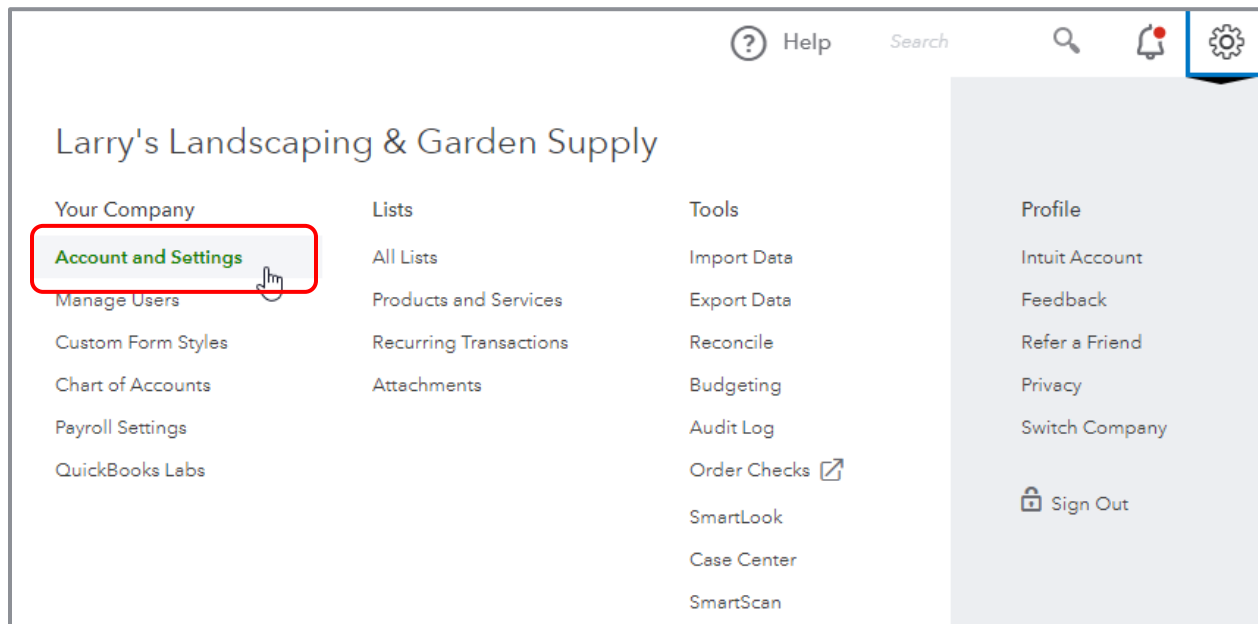
NOTE: For those who previously used Intuit Payment Network, it is no longer associated with QuickBooks Online as QuickBooks processes both credit card and ACH customer payments.



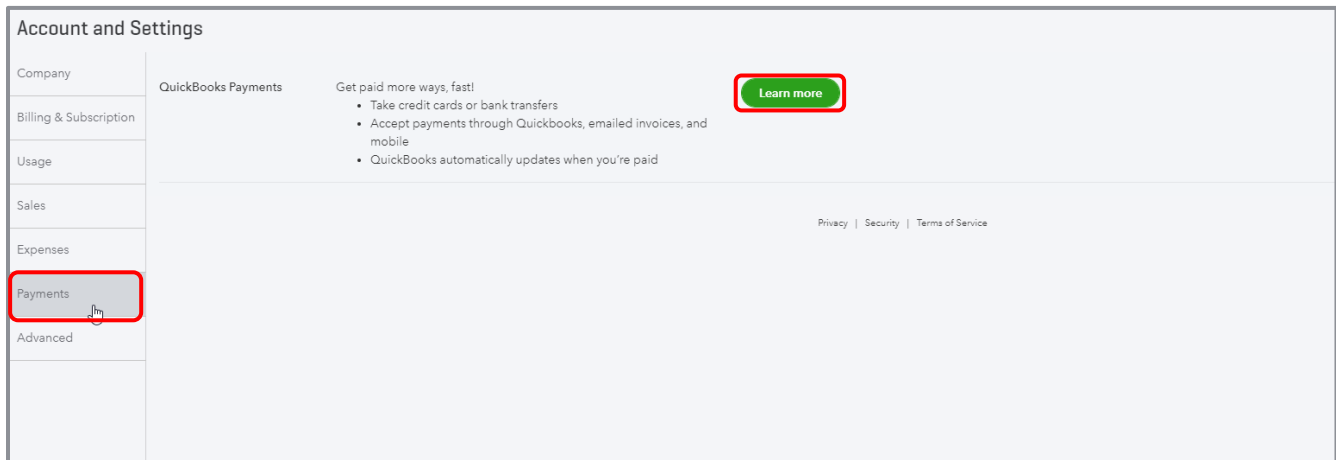
Step by Step: Set up a New QuickBooks Payments Account

For purposes of this activity, we will search for the permanent settings to turn on QuickBooks Payments.

1. Open a live QuickBooks Online account; this will not work in the test drive file.
2. Go to the **gear** icon on the top right and select **Account and Settings**.



3. Click **Payments** on the left navigation bar.




4. For a new account, click **Learn More**.

5. Review the pricing plans available. QuickBooks Payments (call 1-888-216-7125 for live info) has two special pricing plans for ProAdvisors’ clients and you can add a mobile card reader (see <https://quickbooks.intuit.com/payments/readers/> for card reader choices) to either one:

- **Pay as you go** – \$0/month with slightly higher processing rates
- **Monthly fee** – \$16/month with lower processing rates

For QuickBooks Online	As you go \$0 /mo + transaction fees	Monthly \$16 /mo + transaction fees
Card - Swiped	2.2% + \$0.25	1.5% + \$0.25
Card - eInvoice	2.9% + \$0.25	2.75% + \$0.25
Card - Keyed	3.1% + \$0.25	2.9% + \$0.25
Bank Transfer (ACH)	1% (max \$10)	1% (max \$10)

 Call to sign up: 888-236-9501

Regular QuickBooks Payments charges can be found at <https://quickbooks.intuit.com/payments/>.

Accept payments on your invoices

Finish setting up your payments profile so customers can pay you online.

[Finish setup](#)

Paid
Accept debit/credit cards, Apple Pay, or bank transfer payments right on the invoice.

Matched
Payments match to your deposits in real time, automatically. We'll update your books for you, too.

Done
See all matched, reconciled payments in your Banking tab.

Low rates per transaction

Bank Transfers	Credit card rates
1% (max \$10)	per swipe per invoice keyed-in
	2.4% + 25¢
	For cards processed with the free mobile card reader

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Finish setting up your payments profile so customers can pay you online.

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Paid
Accept debit/credit cards, Apple Pay, or bank transfer payments right on the invoice.

Matched
Payments match to your deposits in real time, automatically. We'll update your books for you, too.

Done
See all matched, reconciled payments in your Banking tab.

Low rates per transaction

Bank Transfers	Credit card rates
1% (max \$10)	per swipe per invoice keyed-in
	2.9% + 25¢
	For invoices paid online

[Get set up](#)

Accept payments on your invoices
Finish setting up your payments profile so customers can pay you online.

[Finish setup](#)

Paid
Accept debit/credit cards, Apple Pay, or bank transfer payments right on the invoice.

Matched
Payments match to your deposits in real time, automatically. We'll update your books for you, too.

Done
See all matched, reconciled payments in your Banking tab.

Low rates per transaction

Bank Transfers
1% (max \$10)

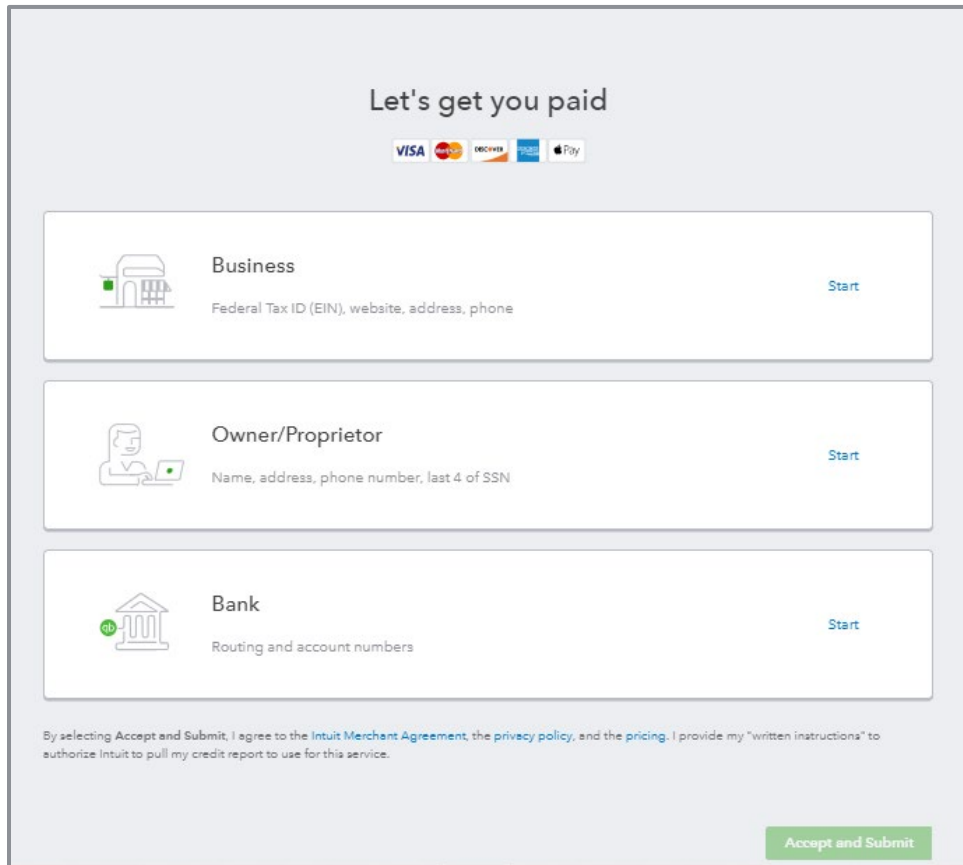
Credit card rates
per swipe | per invoice | **keyed-in**

3.4% + 25¢
For card numbers that you type in yourself
VISA | Mastercard | American Express

[Get set up](#)

6. Click **Get set up**.

- Complete the application. The application requires basic company, owner and banking information. Most of the basic information automatically populates from what was entered during the initial QuickBooks Online company file setup.



Accept Payments
✕

1
Business

2
Owner

3
Bank

Let's get you set up for online payments

We'll use this info to confirm your account so you can easily receive payments.

Legal business name

Email Which address should you enter? Phone

Address line 1 Apt/Site/Unit

ZIP code City

State

Industry category Industry

Business type

Federal Tax ID (EIN)

8. After completing the company information, click **Next**.

Accept Payments

Business

Owner

Bank

Now let's get the owner info for this business

The owner's home address and other details are required to receive online payments.

First name: Stacy

Last name: Kildal

Date of birth: [Month] [Day] [Year]

Personal phone: [Phone Number]

SSN: xxx - xx - [SSN]

Why do we ask?

Title (optional): Managing Member

Home address is same as business

Home address line 1: [Address]

Apt/Ster/Unit: [Apt/Ster/Unit]

ZIP code: 48383-4000

City: White Lake

State: MI - Michigan

Back Next

9. After completing the business owner information, click **Next**.

Accept Payments

Business

Owner

Bank

Connect your bank account

Where should we deposit your customer payments?

Bank account number: [Account Number]

Bank routing number: [Routing Number]

By clicking Submit, I agree to the Intuit Merchant Agreement, the privacy policy, and the pricing. I provide my "written instructions" to authorize Intuit to pull my credit report to use for this service.

Back Submit

10. After completing the bank information, click **Submit**.

- If the QuickBooks Payments application is approved, you'll receive a message congratulating you, along with a notification that you'll receive an email when your account is ready to use. The service will be available for use within 24 hours for both credit card and bank account payment processing.
- If the QuickBooks Payments application is pending review, this typically means additional information is required before a decision can be made. Normally a business should receive a reply within one to two business days.
- If the QuickBooks Payments application is declined, the merchant can call the number on the screen to inquire about details or if a mistake is suspected. Sometimes companies are declined because of the kinds of products they sell.

FEATURES OF ONLINE INVOICES

Here we'll explore activities related to Online Invoices and the Invoicing Portal with which customers will interact.

- Allows the customer to pay the invoice by various payment methods (including Bitcoin) if QuickBooks Payments has been activated and enabled for the emailed invoice
- Currently, the Online Invoice is entirely "guest view," and does not require a username and password login. Based on the payment type selected, the payer enters the payment method information each time. This information is not saved.
- Both full and partial payments are allowed
- Batch payments (paying multiple invoices at once) and overpayments are not allowed
- Once a payment is made from the Online Invoice
 - A confirmation screen shows to the customer
 - A confirmation email is sent to customer and merchant
 - The invoice in QuickBooks Online is automatically updated as paid
 - A receive payment transaction is posted and linked to the invoice
 - The customer's Online Invoice shows a status of paid and the date payment was received
- When funds settle, the deposit transaction is automatically recorded in QuickBooks Online with the payment; the merchant service fees are recorded as an expense

STEPS TO USE THE INVOICING PORTAL

Take a look at the Online Invoice functionality in the Invoicing Portal. This is available in QuickBooks Online, even if QuickBooks Payments are not activated.

Benefits of the Invoicing Portal

- Professional invoice presentation (remember, the format of the invoice is controlled from the Account and Settings)
- Consolidated messaging and attachments
- Pay Now button
- Tracking
- Transactions are automatically marked paid in QuickBooks Online
- If payment is accepted via the Portal, full reconciliation will be automated within QuickBooks Online (the bank deposit and expense filed for any associated fees are recorded in QuickBooks Online when the funds settle)



Step by Step: Configure Account and Settings for Online Invoices

1. Open your QuickBooks Online account. First we will set up the proper preferences for Online Invoices to complete the next activity.
2. Click on the **gear** icon on the top right and select **Account and Settings** → **Sales**.
3. Click **Edit** (pencil icon) to the right of the online delivery section to expand it for editing.

The screenshot shows the 'Account and Settings' interface. The left sidebar has 'Sales' highlighted. The main area shows various settings. The 'Online delivery' section is expanded, showing the following options:

- Email options for all sales forms:
 - Show short summary in email
 - Show full details in email
 - PDF Attached
- Additional email options for invoices:
 - Online invoice (dropdown menu)
 - Cancel (button)
 - Save (button)

4. Use the drop-down to select **Email options** and choose **Online Invoice**.
5. Make sure the box for **PDF Attached** is *unchecked*.
6. Click **Save**.
7. Click **Done**.



Step by Step: Send Online Invoices

1. Open your QuickBooks Online account in which the Account and Settings were saved in the previous activity. This activity will not work in the test drive file.
2. Click **Quick Create Menu** (+ sign) at the top right and select **Invoice**.
3. Ensure the Online payments checkboxes are checked at the top of the invoice.
4. Enter the invoice details.
5. Click **Save and send** in the lower right corner.

Invoice #2334 Help

Customer: [Dropdown] Customer email: [Text] BALANCE DUE \$1.00

Online payments: Cards Free bank transfer

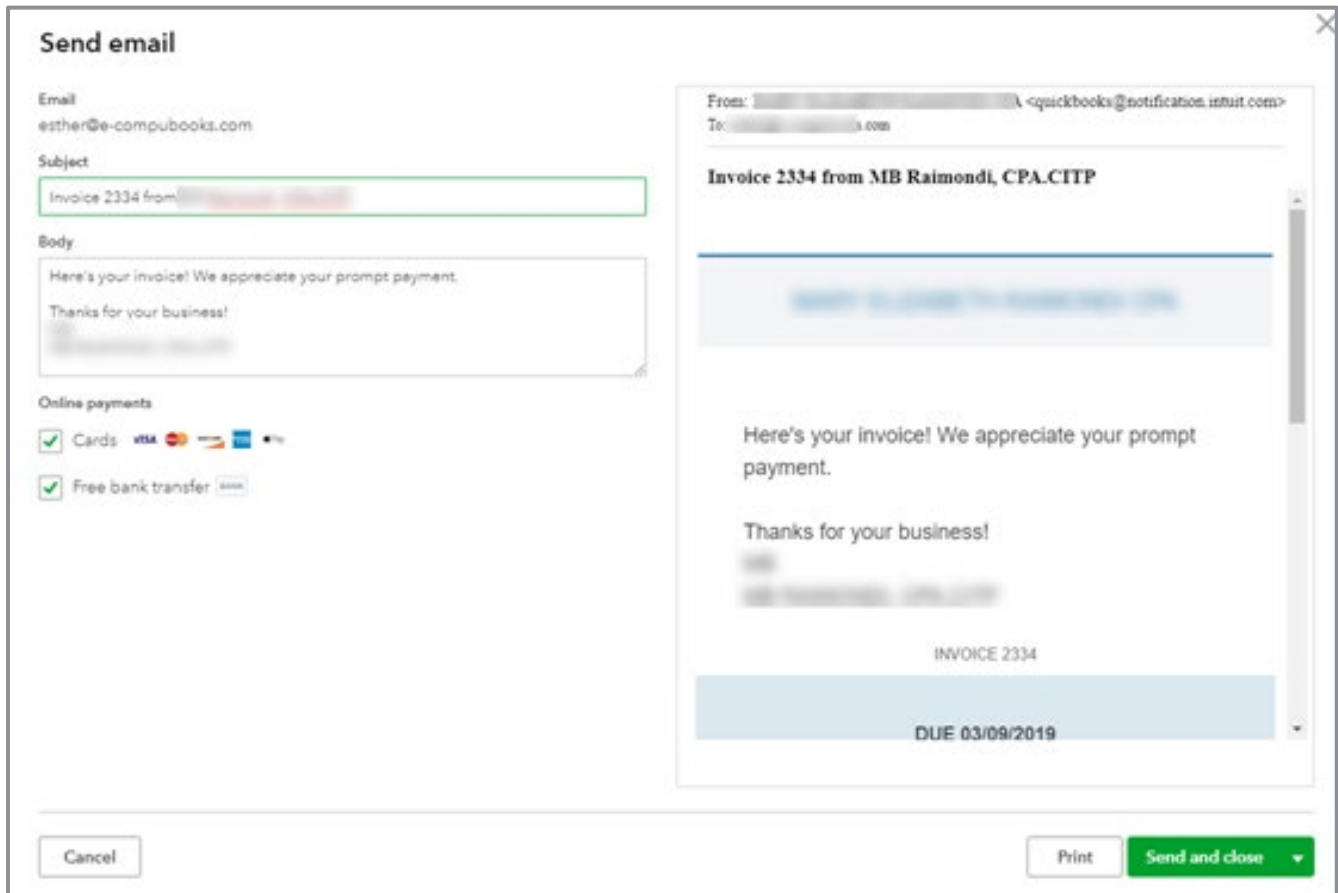
Billing address: [Text] Terms: Nat 10 Invoice date: 02/27/2019 Due date: 03/09/2019 Invoice no.: 2334

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	02/26/2019	QB Consulting	QuickBooks Consulting	1	1.00	1.00		QB Consulting
2								

Subtotal: \$1.00
Taxable subtotal: \$0.00
Total: \$1.00
Balance due: \$1.00

Message on invoice: Thanks for your business - we truly love working with you. M[...]

- 6. The next screen shows the option to edit the subject line and/or body of the email that the customer will see. The online payment options can be turned on here as well.

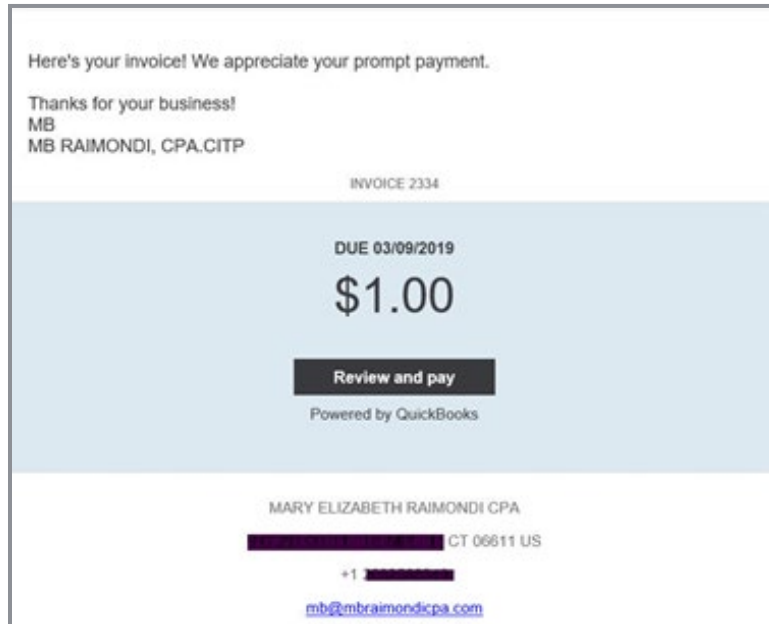


- 7. Click **Send and close** to send the invoice.

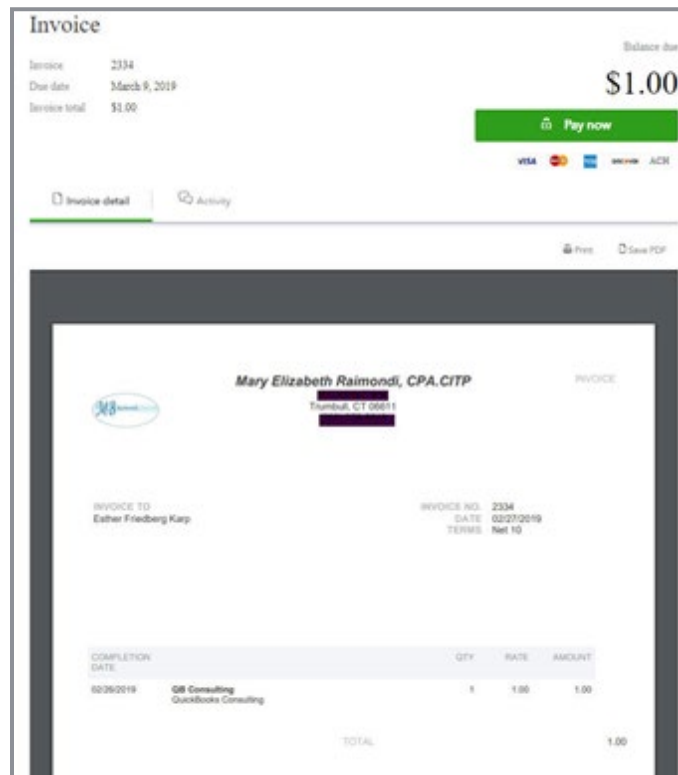


Step by Step: Invoicing Portal from the Customer’s Perspective

1. Once the invoice is sent, the recipient will receive an email with a link to view the invoice directly in the body of the email.

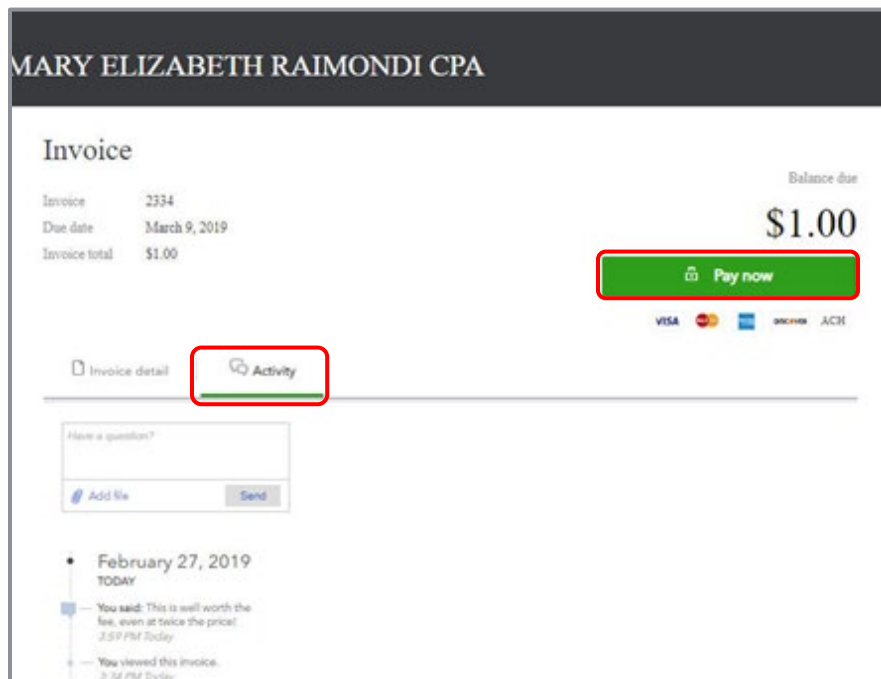
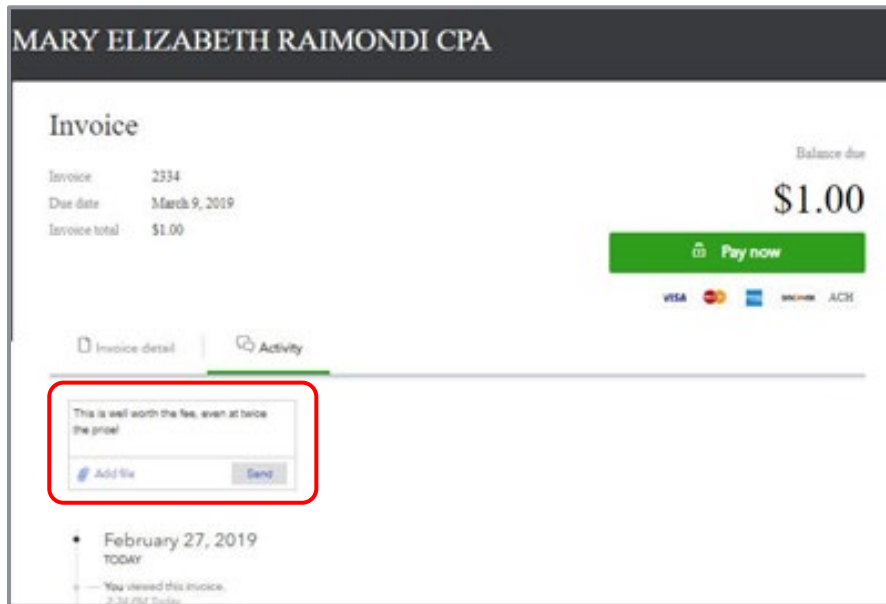


The interactive Online Invoice in the Invoicing Portal is branded with the company's name and shows the customer an image of their invoice and the due date and balance due amount per the QuickBooks Online account. Print & Save PDF options in the top right let them archive a copy of the invoice by printing it or saving it as a PDF.



In addition to messages, the company can also see when the invoice was sent and when the customer viewed the invoice. When invoices are emailed they get tracked, making it easy for the business to know when their invoice has been opened.

2. The recipient can post a message.



Pay invoice #2354

Sign in to pay using a saved payment method.

Payment amount
\$ 1.00 Remaining balance \$0.00

Payment method
 Debit card Bank transfer Credit card

Debit card number
Enter with no spaces or dashes

Expiration date **Security code** **Billing ZIP code**
MM / YY CVC ZIP

Cardholder name
Cardholder name

Save payment method to pay faster next time (Sign in or create an account to save)

Payment amount
\$1.00

By selecting Send payment, I accept the Terms of Service and Privacy Policy. I also allow Quick to charge \$1.00 to my card on February 27, 2018.

Send payment

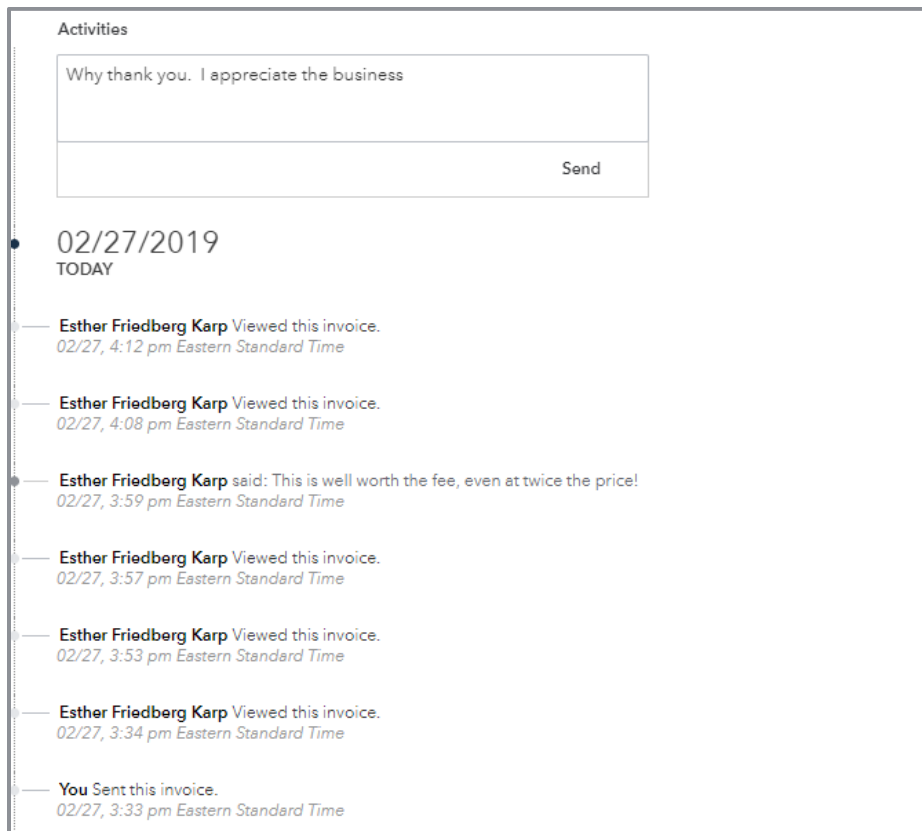
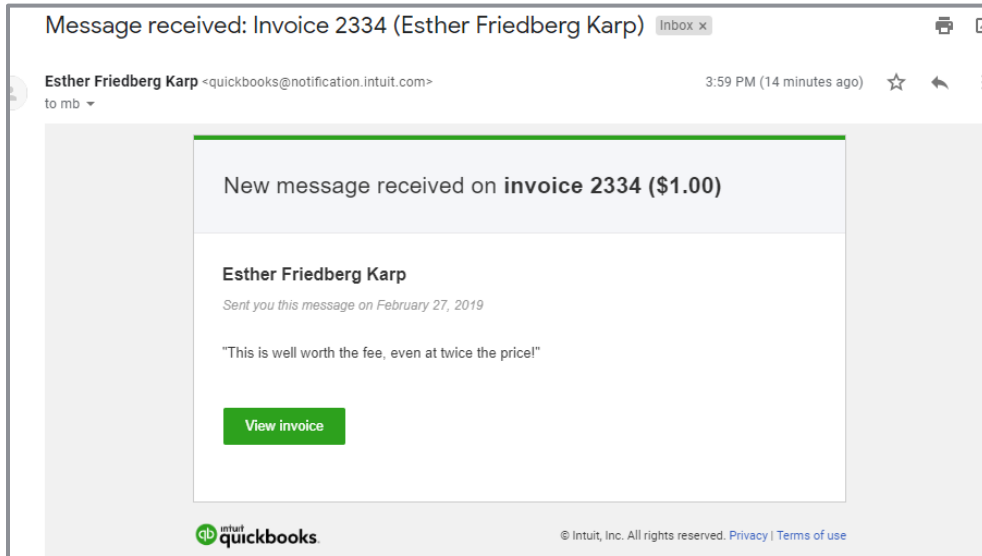
Amount due
\$1.00

Pay with QuickBooks
Pay with confidence
Pay online or send away the check. Member or not, you'll love our features that let you pay with confidence.
Information will be protected and kept confidential.

1980 Lohan Avenue - JDF

Show all

- 3. The company will receive an email notice that the message has been sent and includes the text of the message in the email. In addition, the message is posted inside the QuickBooks Online account in the Activity tab. This two-way messaging allows the business and customer to communicate directly about this invoice and serves as an important archive of this communication.



4. If the customer wants to see the invoice again, they can click the **Invoice detail** tab. A Pay now button is prominently displayed in both the Invoice detail tab and the Activity tab so the customer can pay right away.
5. Depending on the preference at the time the invoice was sent, the Invoicing Portal allows the recipient to pay the invoice by one of the available payment methods (ACH/bank transfer or credit card).
6. Based on the selection, the customer enters bank, credit card or (if activated) Bitcoin information, and clicks **Send payment**. Both full and partial payments are allowed, but you cannot pay more than what the invoice states. Batch payments (paying multiple invoices at once) are not allowed.
7. A payment confirmation page shows the payer their payment has been processed successfully. The payer can then click **Print receipt** if desired. An email with a receipt will be sent to the payer's email address.
8. Once a customer pays an invoice an email notification is sent to the merchant and QuickBooks Online is automatically updated.
9. The invoice will appear with a status of paid and the date payment was received.

Keep in mind there is no login process for your customers, so their payment card information is not saved. Customers will have to enter their bank and credit card information each time they wish to pay you.

Topic 2: Payroll

TOPIC OBJECTIVES

- Identify Intuit’s payroll offerings that integrate with QuickBooks Online
- Recognize the steps to set up QuickBooks Online Payroll
- Identify the various payroll reports available in QuickBooks Online Payroll

INTUIT’S PAYROLL OFFERINGS THAT INTEGRATE WITH QUICKBOOKS ONLINE

QuickBooks Online Payroll is deeply integrated in QuickBooks Online. QuickBooks Online Payroll offerings provide tremendous value and time saving to businesses.

For more info, call 1-877-202-0537

or go to <https://quickbooks.intuit.com/payroll>.

For business owners, QuickBooks Online Payroll is available in one of three options: Core (previously QuickBooks Online Enhanced Payroll), Premium (previously QuickBooks Online Full Service Payroll) and Elite.

NOTE: *If you wish to have your accountant handle your payroll exclusively outside of QuickBooks Online (but the information can be downloaded into QuickBooks Online), you may wish to let your accountant run payroll in [Intuit Online Payroll for Accounting Professionals](#).*

SET UP QUICKBOOKS ONLINE PAYROLL



Step by Step: Links to Add QuickBooks Online Payroll

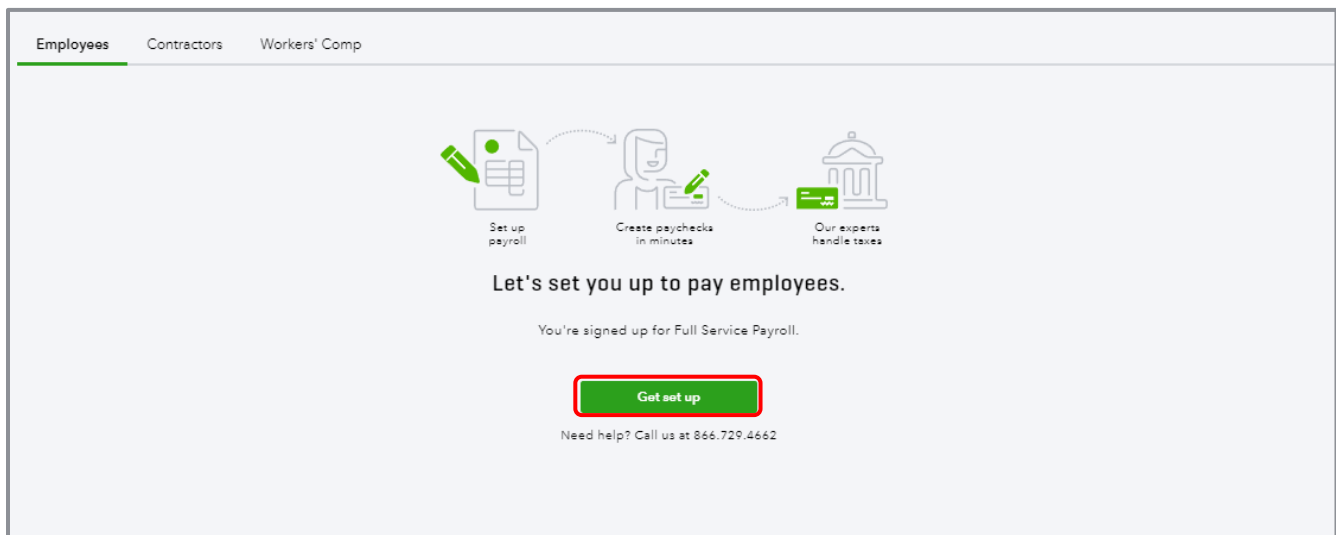
1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. From the left navigation bar select **Workers**.
3. Choose the **Employees** sub-tab.
4. Click **Get started**.

The screenshot displays the QuickBooks Online interface. On the left is a dark navigation sidebar with a '+ New' button at the top. The sidebar menu includes: Overview, Dashboard, Banking, Expenses, Sales, **Workers** (highlighted with a red box), Reports, Taxes, Mileage, Accounting, My Accountant, and Print checks. At the top of the main content area, there are three tabs: 'Employees' (highlighted with a red box), 'Contractors', and 'Workers' Comp' (with a 'NEW' badge). The main content area features a large heading: 'Conquer payroll. Empower your team.' Below this heading are three bullet points: 'Run payroll automatically and let us handle your payroll taxes', 'Manage your time and money with same-day direct deposit', and 'Access health benefits, workers' comp, and HR services'. A green 'Get started' button is prominently displayed and highlighted with a red box. Below the button, there is a link: 'Want to track employees but don't need payroll yet? [Add an employee](#)'. At the bottom, it says 'Have questions? Call sales at 855-570-8032'. On the right side of the main content area, there is an illustration of a woman in a blue dress and a man in a black shirt sitting together, looking at a laptop screen.

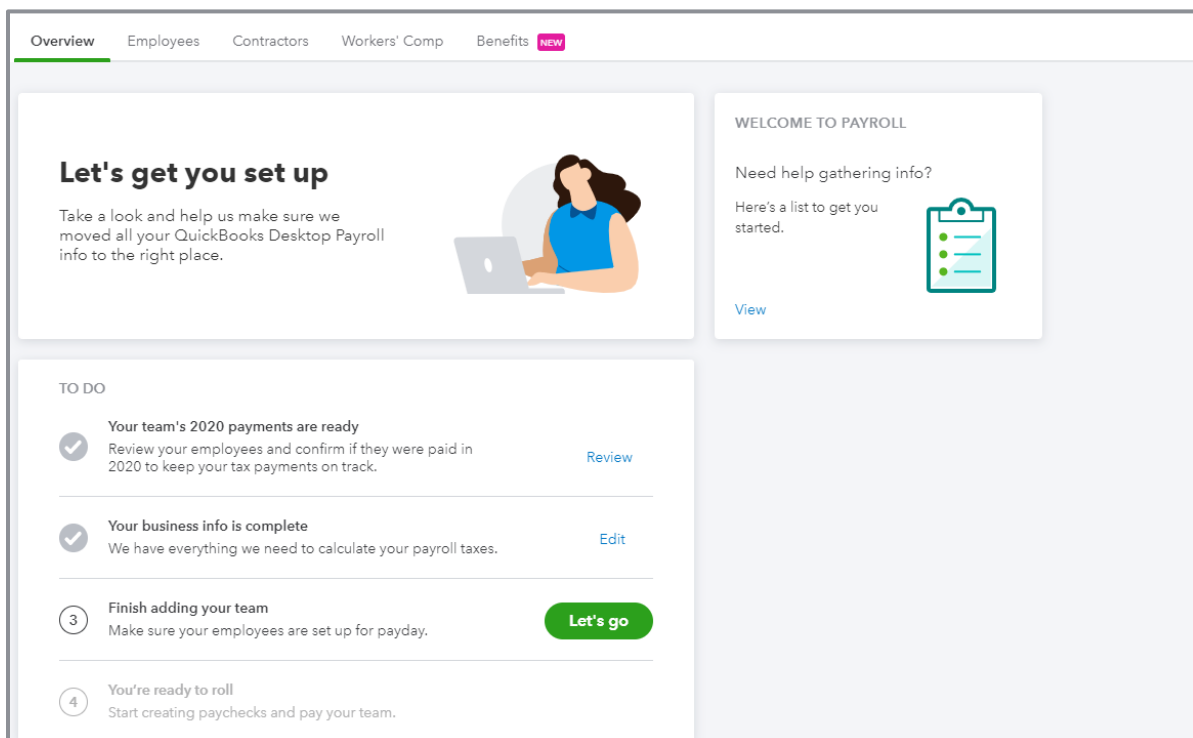
Download a PDF that details the features of the various payroll offerings [here](#).

QuickBooks Online Payroll lineup			
Features	Core	Premium	Elite <small>new</small>
Retail price	\$45/mo + \$4/employee/mo	\$75/mo + \$8/employee/mo	\$125/mo + \$10/employee/mo
Fast unlimited payroll runs	✓	✓	✓
Calculate paychecks & taxes ¹	✓	✓	✓
Year-end filings included	✓	✓	✓
Self-service employee portal (Workforce) ²	✓	✓	✓
Available in all 50 states	✓	✓	✓
Manage garnishments and deductions ³	✓	✓	✓
Payroll reports	✓	✓	✓
Auto Payroll ⁴	✓	✓	✓
Health benefits for your team ⁵	✓	✓	✓
State new-hire reporting	N/A	✓	✓
Grant users permissions ⁷	N/A	✓	✓
Automated tax payments & form filing ⁸	Federal, state	Federal, state, local	Federal, state, local
Multi-state filing ²¹ (single state filing included)	\$12 fee add on per additional state	\$12 fee add on per additional state	Additional states included
Workers' compensation administration fee	\$5 administration fee add on	Administration fee included	Administration fee included
Product support	Expert product support ⁸	Expert product support ⁸	Elite product support ⁸
Direct deposit	Next day ¹⁰	Same day ¹¹	Same day ¹¹
HR support center	N/A	HR support center ¹²	Personal HR advisor ¹³
Time tracking by TSheets	N/A	Premium time tracking ¹⁴	Elite time tracking ¹⁴
Onboarding	Self-serve setup ¹⁴	Expert setup review ¹⁷	Elite onboarding assistance ¹⁸
Guarantees	Existing Error-free Filing Guarantee ¹⁹	Existing Error-free Filing Guarantee ¹⁹	Tax Penalty Free Guarantee ²⁰

5. Back in the Employee Center, click **Get set up**.



6. You will be asked to answer some questions, including if you've already paid any employees in the current calendar year. Go through the questions and answer them.
7. After signing up for and setting up payroll, the Employee Center provides reminders and suggestions. (For example, you'll get reminders to sign up to e-file and e-pay payroll taxes and to check enrollment status for direct deposit, e-pay and e-file.)





Step by Step: Add Employee to QuickBooks Online Payroll

1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. Navigate to the Employee Center by clicking **Workers** in the left navigation bar then clicking **Employees**.
3. Click **Get started**.
4. Click **Add an Employee**.

My payroll Run payroll

\$0
2020 PAYROLL COST

0 NET PAY
0 EMPLOYEE
0 EMPLOYER

Avoid late fees. Set up your taxes now!
Paycheck list

Want to automate your payroll taxes?
Check out Full Service Payroll

Employees list PRIVACY

Find an employee Active employees

NAME	PAY RATE	PAY METHOD
JC Client, Joe	\$15.00 / hour	Check
NE Employee, New	\$20.00 / hour	Check
SH Hamby, Shane	\$52,000.00/ year	Check

Fill out the information to add an employee: Personal info, W-4 info, pay schedule, type and amount of pay, deductions, how they're getting paid, date of birth and gender.

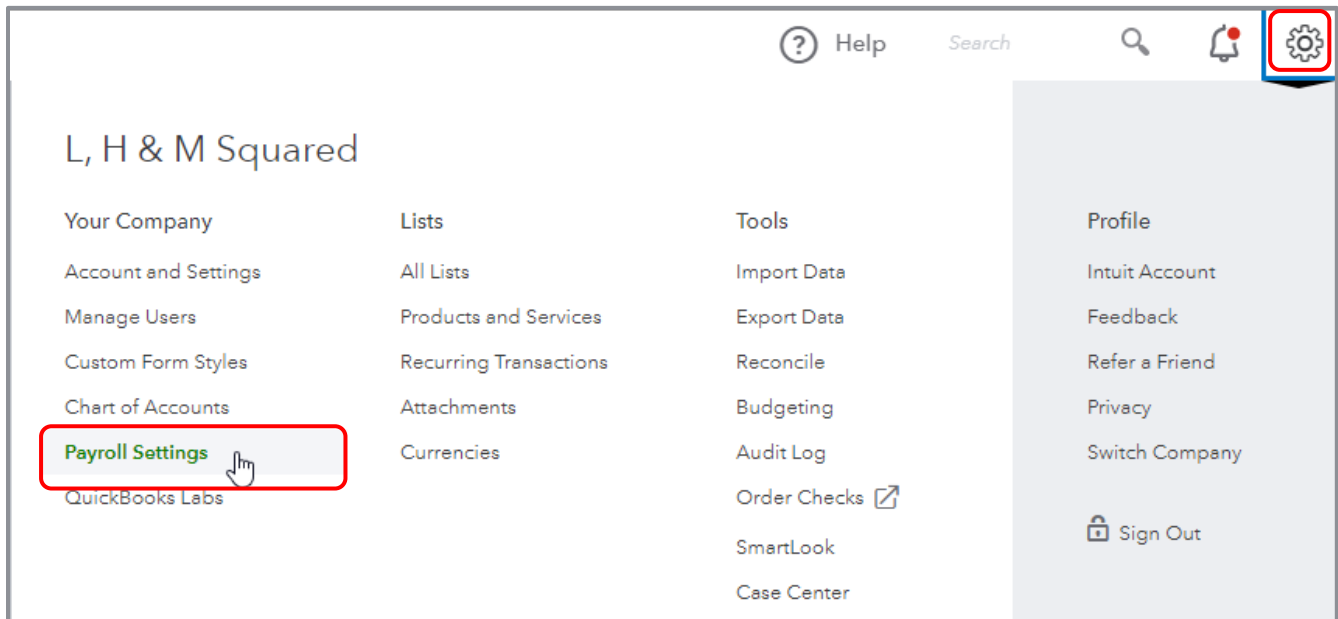
5. Click **Done**. Notice the new employee has been added to the Employee list.

NAME	PAY RATE	PAY METHOD	STATUS
AA Adams, Amy	\$65,000.00/ year	Check	Active



Step by Step: Configure Payroll Settings for QuickBooks Online Payroll

1. To practice configuring payroll settings, open a live QuickBooks Online company; this will not work in the test drive file. (These instructions are for companies using Self Service Payroll; Full Service Payroll has different options.)
2. Click the **gear** icon on the top right and select **Payroll Settings**.



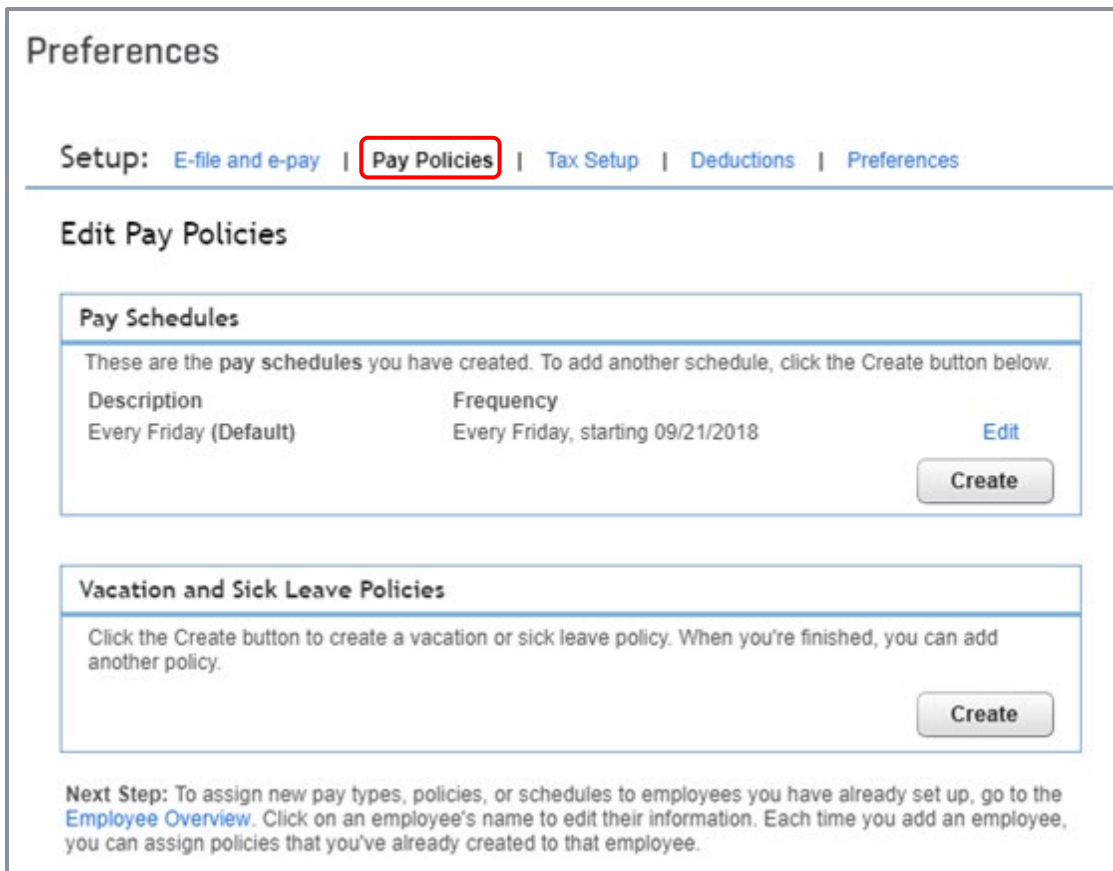
3. In the Payroll section click **Pay Schedules**.
4. Click the **Preferences** tab in the Setup section.

Preferences

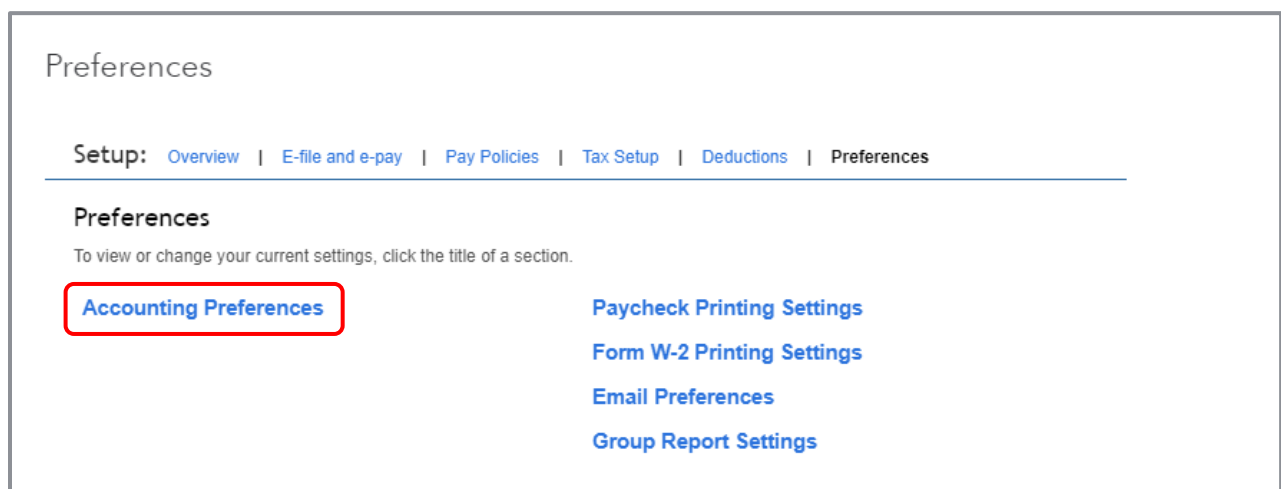
Setup: [E-file and e-pay](#) | [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | Preferences

Setup Overview

Payroll and Services	Company and Account	Employees
<p>Payroll</p> <p>Pay Schedules</p> <p>Vacation / Sick / PTO</p> <p>Deductions / Contributions</p> <p>Bank Accounts</p> <p>Company</p> <p>Employees</p> <p>Taxes</p> <p>General Tax Information</p> <p>Federal Taxes</p> <p>State Taxes - CT</p> <p>State Taxes - RI</p> <p>Federal Form Preferences</p> <p>E-file and E-pay</p>	<p>Business Information</p> <p>Contact Information</p> <p>Work Locations</p> <p>Preferences</p> <p>Accounting</p> <p>Paycheck Printing</p> <p>Form Printing</p> <p>Emails</p> <p>Reports</p> <p>Client Service Level</p>	<p>Overview</p> <p>Employees</p> <p>Time Sheets</p>



5. Click **Accounting Preferences**.



6. Click **Next**.

7. For Bank Account, select the **Checking** account.

8. Click **OK**.

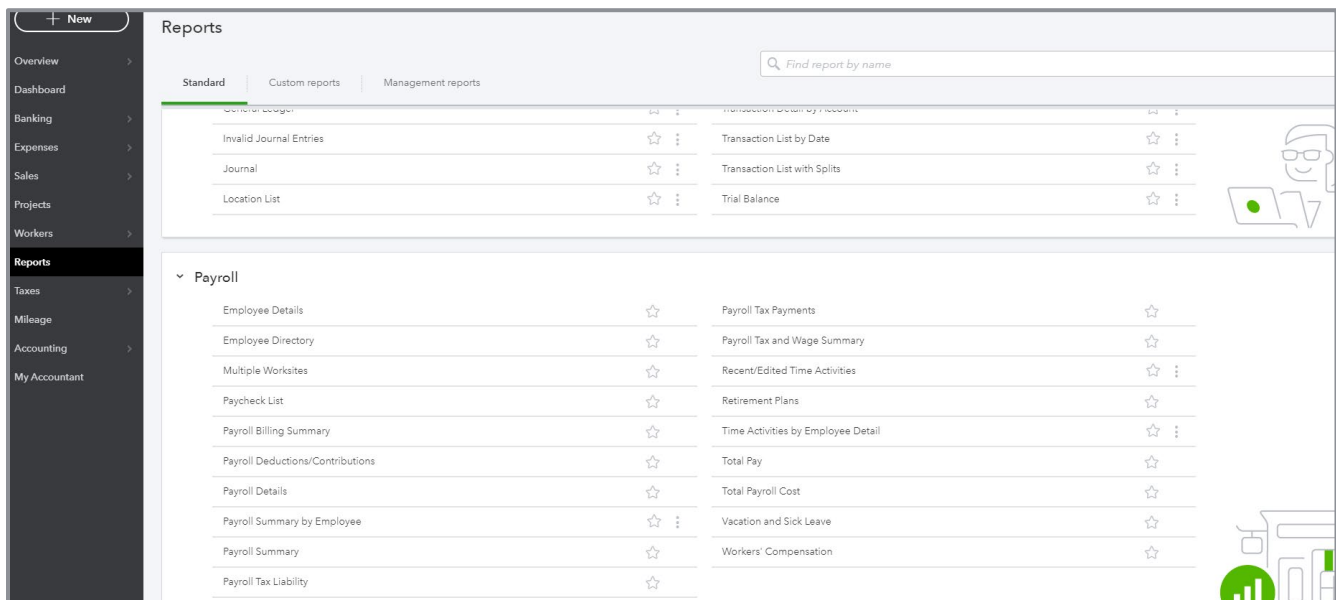
9. Click **OK**.
10. Review other company payroll settings. This information is initially populated in the informational interview when payroll is turned on in a live account. This Payroll Settings menu is where companywide settings related to payroll are adjusted, such as:
 - Add a pay schedule for any new employees to be paid at a different frequency from others
 - Add a new vacation policy for employees who accrue paid time off differently from others
 - Add or modify a deduction or contribution plan such as a health plan, 401(k) or garnishments. To modify an employee’s specific deduction details, go to the Employee list and click the **Employee name** to edit the employee’s information.
 - Update anything related to your federal and state employer accounts, such as your new unemployment rate
 - Update electronic services
 - Add the company’s new work location
 - Customize the payday experience by setting which pay types show on the Create Paychecks screen
 - Choose whether employees will be entering time from online timesheets or time will be manually entered
 - Determine which steps are to be completed each time paychecks are approved
 - Set which payroll reports will show when the payroll processing is completed
 - Update which general ledger accounts and classes will be used to post paychecks and taxes
 - Set printing preferences
 - Customize email reminders
 - Allow employees to import W-2 data to TurboTax
 - Apply for Workers Comp pay-as-you-go service

PAY TO					NET PAY
Maria Garcia					\$1,635.16
Employee address	Pay period	Pay date			Check number
825 Delucchi Ln Reno, NV 89502	12/21/2019 to 01/03/2020	01/10/2020			<input type="text"/>
	Paid from	Paid by			
	Checking	Check (\$1,635.16)			
▼ Pay					
TYPE	HOURS	RATE	CURRENT	YTD	
Salary	80.00	\$24.04	\$1,923.08	\$1,923.08	
Total			\$1,923.08	\$1,923.08	
▼ Other pay					
TYPE			CURRENT	YTD	
S-Corp Owners Health Insurance			\$50,000.00	\$50,000.00	
Total			\$50,000.00	\$50,000.00	
▼ Employee taxes					
TYPE			CURRENT	YTD	
<div style="display: flex; justify-content: space-between;"> Cancel Print OK </div>					

VARIOUS PAYROLL REPORTS IN QUICKBOOKS ONLINE PAYROLL

The payroll reports available include:

- Time Activities by Employee Detail
- Recent/Edited Time Activities
- Payroll Summary
- Payroll Tax Liability
- Payroll Tax Payments
- Payroll Billing Summary
- Payroll Details
- Employee Details
- Payroll Tax and Wage Summary
- Workers' Compensation
- Total Payroll Cost
- Payroll Deductions/Contributions
- Paycheck List
- Total Pay
- Vacation and Sick Leave
- Retirement Plans
- Multiple Worksites
- Employee Directory





Step by Step: Payroll Summary Report in QuickBooks Online Payroll

1. Practice running payroll reports by opening a live QuickBooks Online company; this will not work in the test drive file.
2. From the left navigation bar select **Reports**.
3. Click **Standard**.
4. Scroll down to the **Payroll** report group.
5. Click the **Payroll Summary** hyperlink. Notice the Payroll Summary Report shows sub-totals for each paycheck created in the date range, including total wages, total taxes withheld and total deductions.

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS	TAXES WITHHELD	TOTAL DEDUCTIONS	TOTAL PAY	EMPLOYER TAXES	COMPANY CONTRIBUTIONS	TOTAL COST	CHECK NUM
09/28/2019	Client, Joe	\$390.11	36.65	\$116.43	\$54.46	\$561.00	\$45.46	\$100.00	\$706.46	
08/02/2019	Employee, New	\$0.00	1.00	\$20.00	\$0.00	\$20.00	\$26.40	\$0.00	\$46.40	
07/19/2019	Client, Joe	\$382.53	45.00	\$113.86	\$53.61	\$550.00	\$44.55	\$100.00	\$694.55	
07/19/2019	Employee, New	\$493.90	30.00	\$106.10	\$0.00	\$600.00	\$49.50	\$0.00	\$649.50	123
07/19/2019	Hamby, Shane B.	\$701.15	40.00	\$198.85	\$100.00	\$1,000.00	\$82.50	\$0.00	\$1,082.50	
04/19/2019	Client, Joe	\$40.19	10.00	\$9.81	\$100.00	\$150.00	\$6.60	\$200.00	\$356.60	
04/19/2019	Hamby, Shane B.	\$719.48	40.00	\$205.52	\$100.00	\$1,025.00	\$84.56	\$0.00	\$1,109.56	
04/11/2019	Client, Joe	\$114.51	20.00	\$35.49	\$100.00	\$250.00	\$16.50	\$200.00	\$466.50	123
04/11/2019	Hamby, Shane B.	\$711.99	40.00	\$203.01	\$100.00	\$1,015.00	\$83.74	\$0.00	\$1,098.74	
Totals		\$3,553.86	262.65	\$1,009.07	\$608.07	\$5,171.00	\$439.81	\$600.00	\$6,210.81	



Step by Step: Tax Liability Report in QuickBooks Online Payroll

1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. From the left navigation bar select **Reports**.
3. Click **Standard**.
4. Scroll down to the **Payroll** report group.
5. Click the **Payroll Tax Liability** hyperlink. Notice the Tax Liability Report shows the payroll taxes that have been paid and amounts still due.

Tax Liability Report		Share		
Back to report list				
Date Range		Work Location:	Workers' Comp Class:	
Custom	01/01/2019 to 12/31/2019	All Work Locations	All Classes	
Run Report				
	TAX AMOUNT	TAX PAID	TAX OWED	
CT Income Tax	\$163.24	\$0.00	\$163.24	
CT Income Tax	\$163.24	\$0.00	\$163.24	
CT Unemployment Tax	\$0.00	\$0.00	\$0.00	
CT SUI Employer	\$0.00	\$0.00	\$0.00	
Federal Taxes (941/944)	\$1,202.24	\$0.00	\$1,202.24	
Federal Income Tax	\$391.08	\$0.00	\$391.08	
Social Security	\$330.39	\$0.00	\$330.39	
Social Security Employer	\$330.52	\$0.00	\$330.52	
Medicare	\$72.95	\$0.00	\$72.95	
Medicare Employer	\$77.30	\$0.00	\$77.30	
Federal Unemployment (940)	\$31.99	\$0.00	\$31.99	



Step by Step: Paycheck List Report in QuickBooks Online Payroll

1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. From the left navigation bar select **Reports**.
3. Click **Standard**.
4. Scroll down to the **Payroll** report group.
5. Click the **Paycheck List** hyperlink.

Notice the Paycheck List Report shows all the paychecks created in the specified date range. This interactive report lets you take action, such as changing the check numbers (by clicking the **Net Pay** amount to open the paycheck) or printing pay stubs (by checking the box next to each paycheck and selecting **Print**, which appears after the first box is checked). You can edit the columns in this list to display just what you want to see. You can elect to show or hide tax adjustment checks by clicking the hyperlink at the bottom of the list. You can also void or delete checks in this list, displaying either Show tax adjustment checks or Hide tax adjustment checks, depending on what has been currently selected.

Paycheck list

[Back to report list](#) PRIVACY

Get printable checks designed to work with payroll. [Learn more](#)

If you're having issues with printing, [view our troubleshooting article](#).

Select the paychecks you'd like to print, edit, void, or delete.

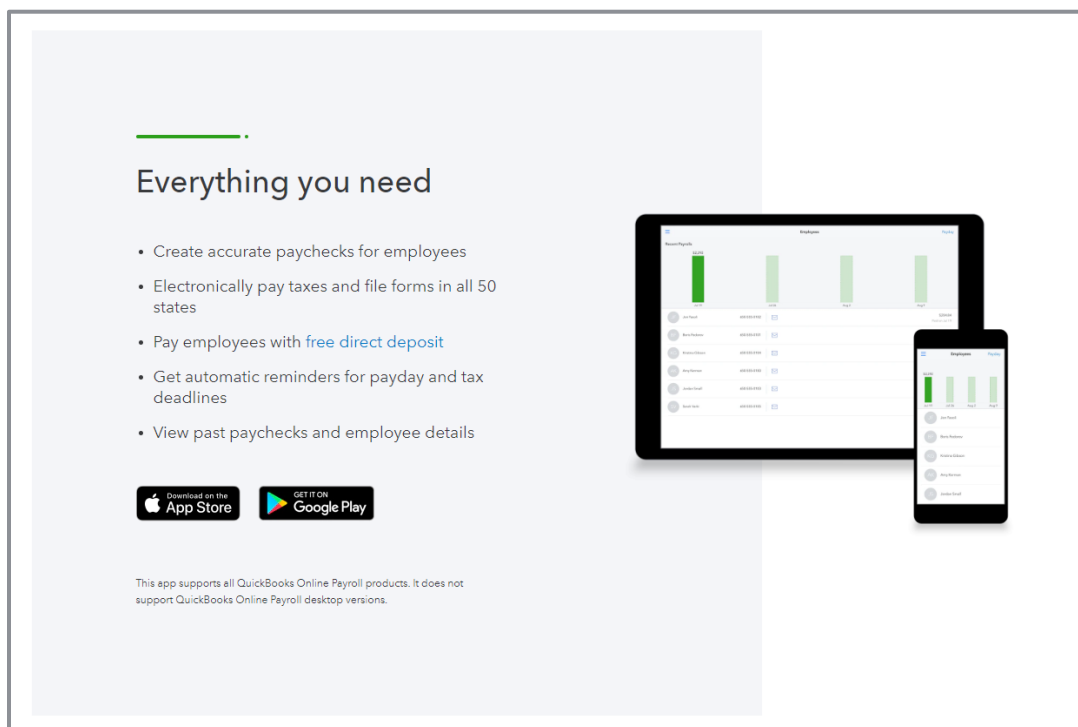
Custom to

<input type="checkbox"/>	PAY DATE	NAME	TOTAL PAY	NET PAY	PAY METHOD	CHECK NUMBER	STATUS
<input type="checkbox"/>	09/28/2019	Client, Joe	\$561.00	\$390.11	Check	<input type="text"/>	-
<input type="checkbox"/>	08/02/2019	Employee, New	\$20.00	\$0.00	Check	<input type="text"/>	-
<input type="checkbox"/>	07/19/2019	Client, Joe	\$550.00	\$382.53	Check	<input type="text"/>	-
<input type="checkbox"/>	07/19/2019	Employee, New	\$600.00	\$493.90	Check	<input type="text" value="123"/>	-
<input type="checkbox"/>	07/19/2019	Hamby, Shane B	\$1,000.00	\$701.15	Check	<input type="text"/>	-
<input type="checkbox"/>	04/19/2019	Client, Joe	\$150.00	\$40.19	Check	<input type="text"/>	-
<input type="checkbox"/>	04/19/2019	Hamby, Shane B	\$1,025.00	\$719.48	Check	<input type="text"/>	-
<input type="checkbox"/>	04/11/2019	Client, Joe	\$250.00	\$114.51	Check	<input type="text" value="123"/>	-
<input type="checkbox"/>	04/11/2019	Hamby, Shane B	\$1,015.00	\$711.99	Check	<input type="text"/>	-

[Show tax adjustment checks](#)



Intuit Online Payroll Mobile App

- Process payroll on the go with QuickBooks Online Payroll's mobile app
- Preview paychecks before approving
- Pay employees with direct deposit
- View past paychecks
- E-pay taxes and e-file forms in all states



Everything you need

- Create accurate paychecks for employees
- Electronically pay taxes and file forms in all 50 states
- Pay employees with **free direct deposit**
- Get automatic reminders for payday and tax deadlines
- View past paychecks and employee details

This app supports all QuickBooks Online Payroll products. It does not support QuickBooks Online Payroll desktop versions.

Topic 3: Intuit App Center

TOPIC OBJECTIVES

- Recognize the benefits of Intuit approved add-ons
- Identify steps to find, purchase and access QuickBooks Online add-ons

BENEFITS OF INTUIT APPROVED ADD-ONS


While QuickBooks Online focuses on tackling core accounting tasks, there are many other related business management tasks for small businesses addressed by other apps that integrate with QuickBooks Online. The cloud offers an unparalleled opportunity to connect to these applications so that data is shared. Instead of re-entering data, which creates unnecessary workload and the potential for errors, data flows seamlessly across applications.

QuickBooks Online connects to third-party apps through the Intuit Partner Platform. QuickBooks Online is an open platform, allowing third-party developers to build integrations. Developers must meet strict requirements to be eligible for listing in the App Center.

Features Available with Intuit Approved Apps


- Apps customize QuickBooks Online to further fit specific business needs
- Apps are mobile- and web-based for anytime, anywhere access
- Data entered in an invoicing app can use QuickBooks Online data such as customers, jobs and product/service items outside of QuickBooks Online and send invoices to QuickBooks Online, without the need for duplicate work or the potential for error
- QuickBooks Online can be updated automatically without exposing company information. For example, time-tracking entries entered by staff and contractors outside of QuickBooks Online are updated in QuickBooks Online without giving them access to QuickBooks Online accounts.
- Import to QuickBooks only when necessary. An app can handle an important job, but won't clutter up QuickBooks with unnecessary information. For example, an app captures requests from a company's website and tracks them as sales leads. Only when a lead is converted to an actual customer does the app automatically add them to the company's QuickBooks Online Customer list.

- Separation of duties - Many apps can have separate logins that don't allow users access to sensitive financial data stored in QuickBooks Online
- Apps are created by Intuit and independent developers; Intuit reviews and approves each app to ensure it meets exacting quality and security standards
- Only apps that are authorized can access the QuickBooks Online data
- Intuit's security review team makes sure apps use and protect data properly. Also, the app's connection to QuickBooks Online can be turned off or on as needed.




Select the Right App for Your Problem

First, figure out where you are getting bogged down. You'll find QuickBooks apps designed for many different business types and tasks.



Sign up for free app trials - no credit card needed

Sign up for free app trials using your QuickBooks log-in. If you decide to subscribe to an app, the developer will bill you directly.



No Double Data Entry

Apps will request only relevant data (customers, jobs or items) from your QuickBooks to complete a task and will only send the approved transactions back into QuickBooks (time entries or payments).

FIND, PURCHASE AND ACCESS QUICKBOOKS ONLINE ADD-ONS



Step by Step: Find and Explore the QuickBooks Online App Center

1. Open your QuickBooks Online account; this will not work in the test drive file.
2. From the left navigation bar select **Apps**.

You will see two tabs at the top: My Apps (which displays all apps currently linked to this company) and All Apps (which displays all apps in the Intuit App Center).

Click the **All apps** tab at the top or the **See all apps** button at the bottom to get a complete listing of apps in the Intuit App Center for QuickBooks Online in the United States. You can search by name or browse by category.

3. Click on any app to view more information.
4. Many of the apps accessed in the Intuit App Center from a live account can be tried for free by clicking the app then clicking **Get App Now** (if it's visible).
5. The Intuit App Center may also be accessed without having a subscription to a live QuickBooks Online company by going to apps.com. Make sure to choose the correct country flag in the top right. You can click **View all apps**, find specific apps by browsing by category, or search by an app's name in the top right corner next to the country flag.

The screenshot displays the QuickBooks Online App Center interface. At the top, there is a navigation bar with the Intuit QuickBooks logo, a search icon, a country selector (currently set to US), and a user profile (Esther). A prominent banner features the 'QuickBooks Payroll' app, highlighting it as the '#1 payroll provider for small businesses' and offering a 'Get app now' button. Below the banner is a search bar with the text 'Find the right apps for your business' and a placeholder 'Search by app name, keyword, job, or category'. The bottom section is divided into 'APP COLLECTIONS' (Popular apps, Trending apps, Free apps) and 'Popular apps', which includes several app cards with icons and titles.

Features of Some Apps

- **TSheets.com Time Tracker** - Use this app to track employee time for payroll and job costing, job and shift scheduling. This app includes tools to comply with DOL, DCAA and FLSA regulations. TSheets time tracking is now available to be embedded inside QuickBooks Online.

The screenshot shows the TSheets.com website with a navigation bar including 'Time Tracking', 'Scheduling', 'Pricing', 'Accountants', 'More', 'Try Free', 'Sign in', and a search icon. Below the navigation bar are three columns representing different features:

- Web:** Includes an image of a laptop displaying the web interface. Text: "Unlock valuable business insight with TSheets online time tracker. Get real-time reports, customize company settings, and manage employee timesheets in one place. Then track, edit, and submit time from the TSheets web dashboard or the TSheets Chrome app." Button: "Check it out".
- Mobile App:** Includes an image of a smartphone displaying the mobile app interface. Text: "Employees and admins use the TSheets mobile time tracking app to capture, submit, and approve time from their smartphones. Push notifications remind employees to clock in and out, and mobile scheduling makes it easy to update and share employee schedules." Button: "Tour the app".
- Time Clock:** Includes an image of a tablet displaying the Time Clock interface. Text: "TSheets Time Clock Kiosk is a simple way for employees to clock in from one device. A cost-effective alternative to traditional punch clocks, TSheets Time Clock works on any computer or tablet with an internet connection, is biometric, and is optimized for quick clock in." Button: "See it in action".

The screenshot shows the 'Schedule by shift' feature page. At the top, there are three tabs: 'Schedule by shift' (selected), 'Schedule by job', and 'Manage remotely'. The main heading is 'Schedule by shift'. Below the heading is a paragraph: "What took hours now takes minutes. It's simple to create, edit, and assign a shift. Choose the time and day, who to assign it to, and share it when you're ready. Repeat the shift schedule with a single click. [Learn more](#)".

Below the paragraph are four bullet points:

- Create or modify schedules with drag-and-drop shifts
- Add, edit, or delete scheduled shifts from your phone
- Alert employees of new schedules and shift changes
- Easily copy and edit a previous week's schedule

On the right side of the page, there is an image showing a laptop displaying a shift scheduling calendar, a smartphone displaying the mobile app interface, and a tablet displaying the Time Clock interface.

- **WORKetc** – This is an all-in-one social CRM, projects, quotes and billing platform to keep everyone on the same page and always up-to-date using a web browser, mobile device or tablet

ENTERPRISE SOFTWARE FEATURES. SMALL BUSINESS PRICE

Workflow Solutions

- Permissions and access control.
- Build workgroups. Manage by roles.
- Auto alerts and reminders.
- Two-way sync with Google.
- Cross-department reporting.

Sales, CRM & Social

- Capture leads from forms and email.
- Assign leads based on qualification.
- Custom sales processes and stages.
- Sales pipeline and custom reporting.
- Use email templates to nurture leads.
- Slice and dice data with Smart Lists.

Help Desk Software

- View entire case history on one page
- Extend case detail with custom fields.
- Custom support processes & stages
- Report on key performance indicators
- Solve from email, web or mobile

1.

Start Your Free Trial
Every feature unlocked for 14 days.
No credit card required.

GET STARTED

2.

Invite Your Team
Activate your trial account and one-click invitations for your team.

INVITE MY TEAM

3.

See It Working
All setup? We'll present a demo matched to your company needs.

REQUEST A DEMO

Project Management Software

- Gantt, Tree and Timeline views.
- Dependant tasks and alerts.
- Update from web, email or mobile app.
- Custom project types and stages.
- Extend detail with custom fields.
- Track project budgets.
- Resolve issues with online chat.




Billing Software




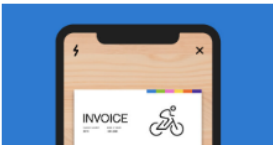

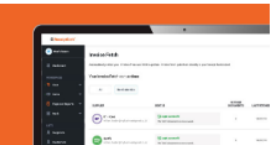
- Products, timesheets & expenses.
- Track and remind overdue accounts.
- Self service portal for customers.
- Connectors for Accounting Software.

Power Features

- Custom web form builder.
- Email marketing & newsletters.
- Open API for custom development.
- Powerful custom fields & data types
- Twitter, LinkedIn & Facebook Integration

● **Receipt Bank** - This app uses OCR technology and syncs data from your receipts and bills with QuickBooks Online

<p>Snap it </p> <p>Use your phone to snap and extract all the important data, and then scrap the physical copy. Simple and paperless!</p>	<p>Send it </p> <p>Upload bills, receipts, invoices and bank statements on-the-go from your phone, laptop or email account, before connect your accounting software via our seamless integration.</p>	<p>Sorted </p> <p>The time you'd usually spend on your financial admin? You've just won it back. Now you're free to focus on what really matters – like growing your business.</p>
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 <p>Data extraction</p> <p>Extract all the important information from your documents, instantly and accurately.</p> <p>Learn more</p>	 <p>Expense management</p> <p>Send every submission directly to your accounting system with no paper and no data entry.</p> <p>Learn more</p>	 <p>Integrations</p> <p>Connect your preferred accounting software in just a few clicks. Simple and seamless.</p> <p>Learn more</p>
 <p>Sales invoices</p> <p>Upload a record of the sales you've made to customers and then let our technology do the rest.</p> <p>Learn more</p>	 <p>Self employed</p> <p>Just because you're self employed doesn't mean you need to go it alone.</p> <p>Learn more</p>	 <p>Bank statements</p> <p>Upload your important information to a spreadsheet or .CSV file within seconds.</p> <p>Learn more</p>

Course Conclusion

You have just covered *Course 5 - Expand Usability*. This course has been developed to help you train your clients how to use QuickBooks Online successfully.

By completing this module, your client should understand:

- Activating QuickBooks Payments
- Using Payroll
- The Intuit App Center