QUICKBOOKS ONLINE CLIENT TRAINING

Course 5: Expanding Usability

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Notice to Readers

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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 was named one of the Top 10 QuickBooks ProAdvisors in the world, with the title Top International 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, as well as those of various accounting and professional organizations and written countless articles for Intuit Global.

Esther counts among her clients companies from around the world, as well as accounting professionals who seek her out on behalf of their own clients for her expertise in various countries' editions of QuickBooks Desktop and Online, and for her talent in customizing QuickBooks usage for different industries.

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

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COMPUBOOKS
Business Services

Training at a Glance

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

Topics	Step by Step Workflows
1. Payments – Activate QuickBooks Payments	• Review the list of features available in QuickBooks Payments • Identify steps to set up a new QuickBooks Payments account • Discover steps to link an existing Intuit merchant account • Understand the features of Intuit QuickBooks Payments with Online Invoices • Review benefits of the Invoicing Portal • Configure company settings for Online Invoices • Review the steps to send Online Invoices • Locate and review Online Invoice Activities • Explore the Invoicing Portal — from the customer's
2. Payroll	• Review the list of features available in QuickBooks Online Payroll • Review the payroll offerings that integrate with QuickBooks Online • Find links to add QuickBooks Online Payroll • Add employee to QuickBooks Online Payroll • Configure payroll settings for QuickBooks Online Payroll • Become familiar with the various Payroll Reports in QuickBooks Online Payroll • View the Payroll Summary Report in QuickBooks Online Payroll • View the Tax Liability Report in QuickBooks Online Payroll • View the Paycheck List Report in QuickBooks Online Payroll • Become familiar with the QuickBooks

3. Intuit App Center	- Export QuickBooks Desktop data to QuickBooks Online - Become familiar with importing lists into QuickBooks Online - Explore how to add users to QuickBooks Online - Explore how to add accountant users to QuickBooks Online - Explore the Products and Services list - Re-activate a Deleted Account in the Chart of Accounts - Merge Accounts in the Chart of Accounts - Print a transactions report for a selected account directly from the chart of accounts - Print the chart of accounts - Connect a bank account to the bank feed - Become familiar with the Company tab in global Company Settings - Enter contact information, Employer ID, and Tax form in Global Company Settings - Specify terminology for Customers in Global Company Settings - Become familiar with the Sales tab in global Company Settings - Become familiar with how to turn on inventory global Company Settings - Become familiar with the Expenses tab in global Company Settings - Explore how to turn on Purchase Orders in global Company Settings - Become familiar with the Advanced tab in global Company Settings - Explore how to close the books in Global Company Settings - Explore how to show account numbers in Global Company Settings - Explore how to enable auto-recall on forms in Global Company Settings - Change settings for automatic signing out after a period of inactivity

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**.

As soon as you log in, go to the **Gear** icon > **QuickBooks Labs** > **Redesigned Reports** and make certain Redesigned Reports is turned **OFF**.

This test drive is designed for you to explore and try out new things without worrying that 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 please remember to allow sufficient time to complete each task. 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

Identify the Functionality of QuickBooks Payments

Consumers use a variety of methods — bank transfers (ACH), credit cards and debit 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 helps companies using QuickBooks Online get paid faster and save time, eliminating unnecessary transaction data entry and trips to the bank.

QuickBooks Payments is the one central payment service associated with QuickBooks Online. It encompasses all of the payment services formerly used with QuickBooks Online: QuickBooks Merchant Services (QBSMS), Intuit Payment Solutions (IPS), Intuit Payment Network (IPN), and GoPayment.

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

List of Features Available in QuickBooks Payments

- Supports accepting credit cards and ACH bank transfers
- Powers the payment screens (i.e., Sales Receipt and Receive Payments screens) to accept credit cards and/or ACH bank transfers 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 two-day window from the time the payment is submitted to the time it is received in the merchant's bank account
- The bank deposit and merchant service fees are automatically recorded in QuickBooks Online by QuickBooks Payments reconciliation feature. No other competitor has the ability to do this!
- It's the only payment service that allows credit card payments to be accepted directly in QuickBooks Online — such as from the Sales Receipt & Receive Payments screens
- 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 in or outside of QuickBooks Online mobile and a free card reader is included
- 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 at a later date

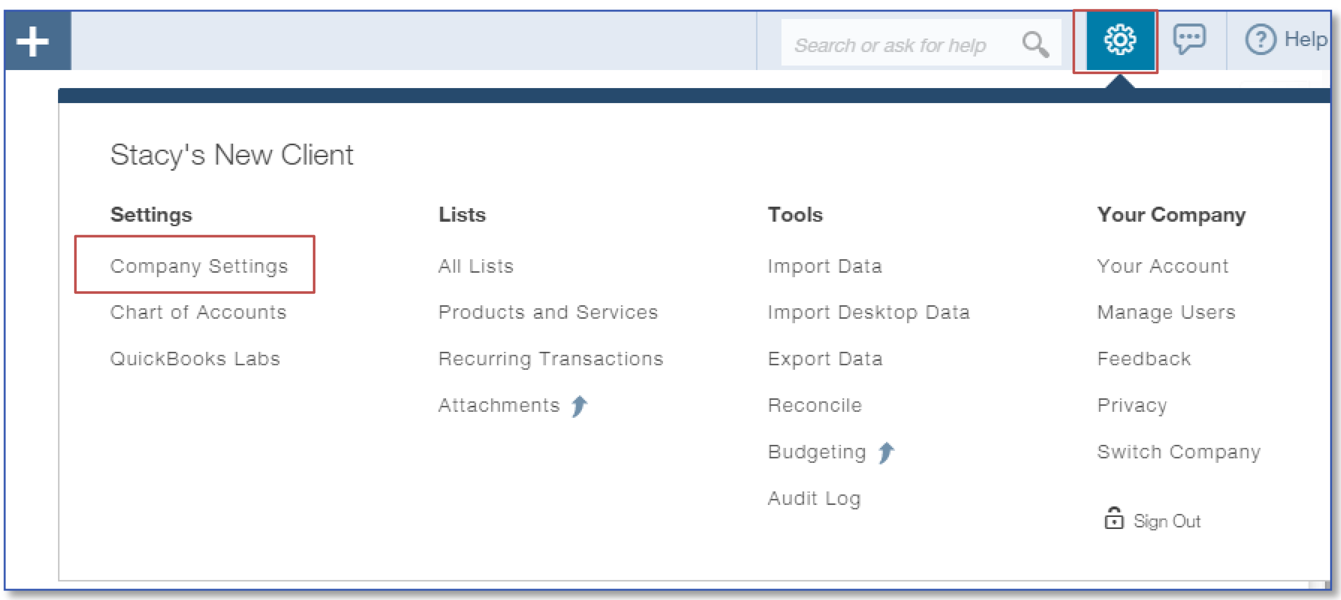
- There is typically a 1–2 day window from the time the payment is submitted to the time it is received in the company's bank account
- Merchant service fees are automatically recorded with the deposit in QuickBooks Online

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

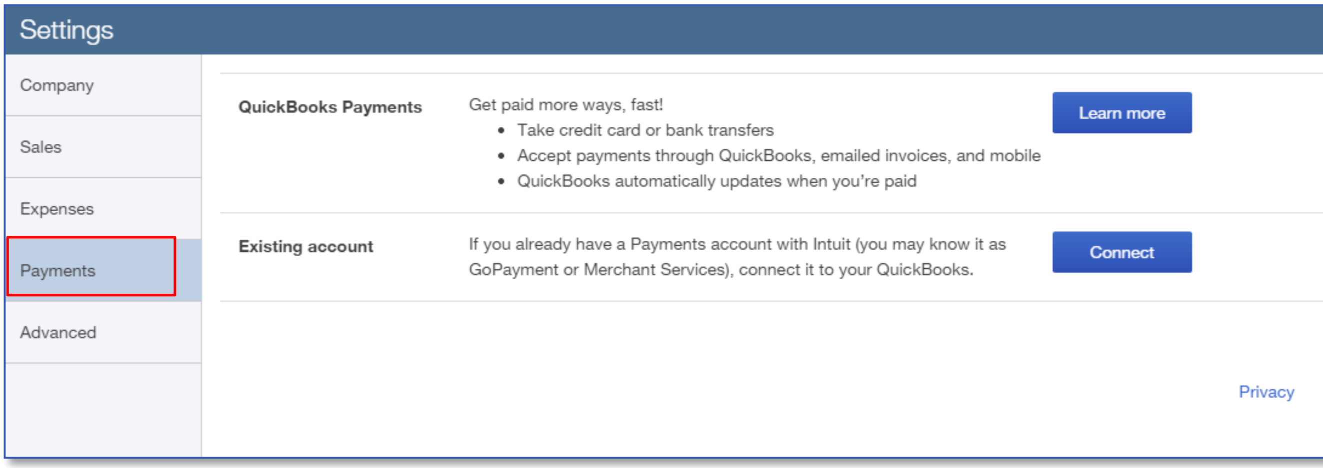
Step by Step: Identify Steps to Set up a New QuickBooks Payments Account

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

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



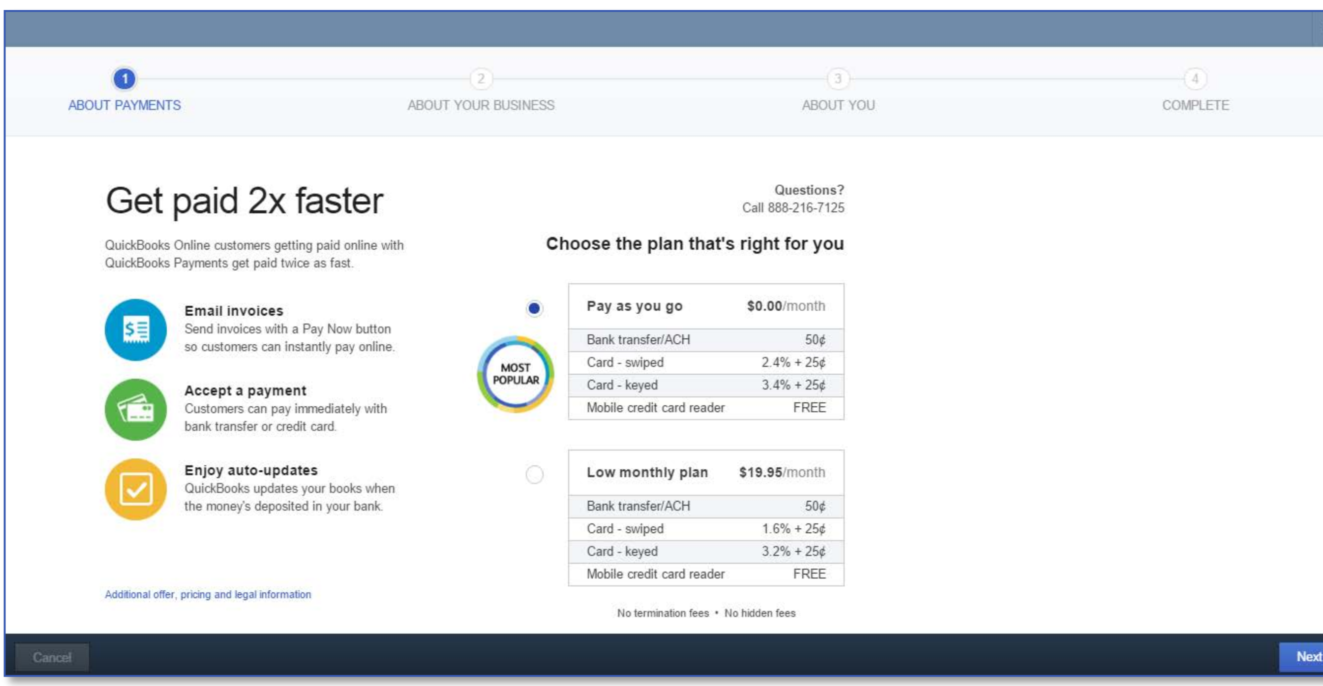
3. Click **Payments** on the left **Navigation** bar.



4. For a new account, click **Learn More.**
5. Review the pricing plans available. QuickBooks Payments has two pricing plans.

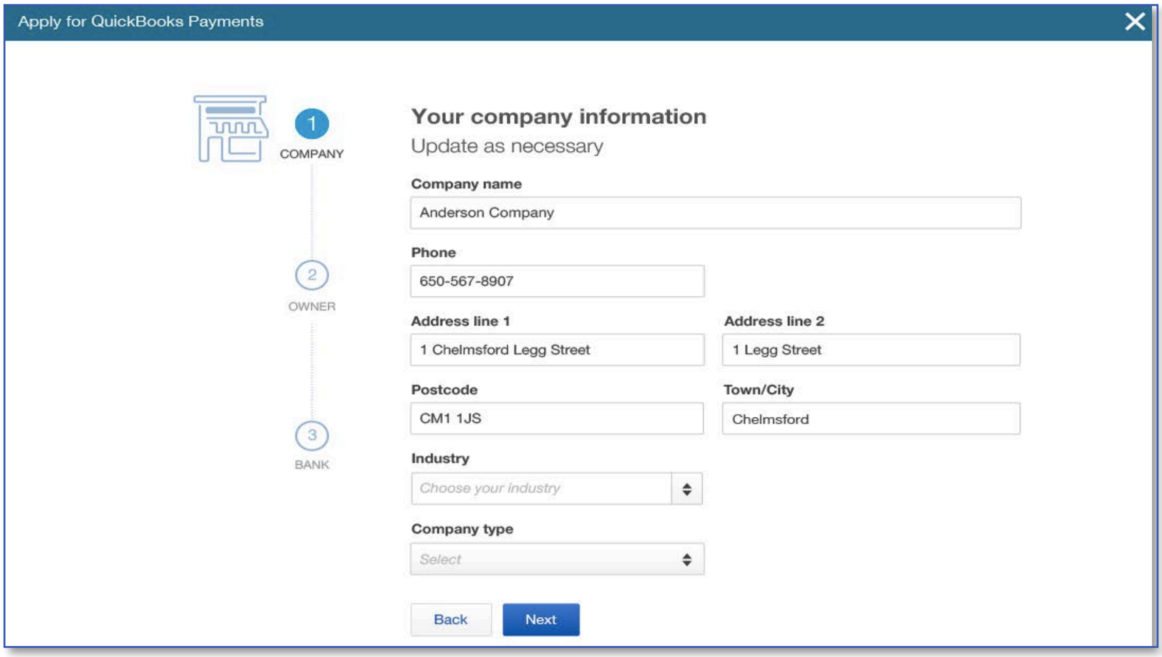
- **Monthly fee** – $19.95/mo. with lower processing rates (listed below)
- **Pay As You Go** – $0/month with slightly higher processing rates (listed below)

Credit card fees include charging Visa, MasterCard, Discover and American Express.

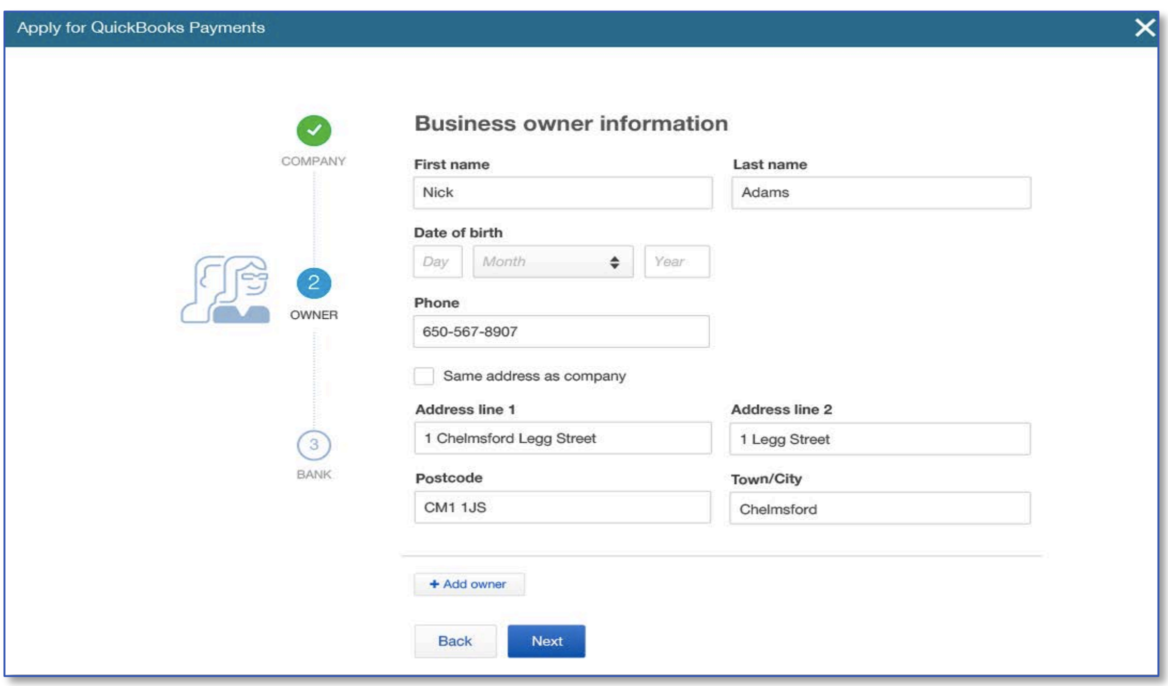


6. Click **Next**.

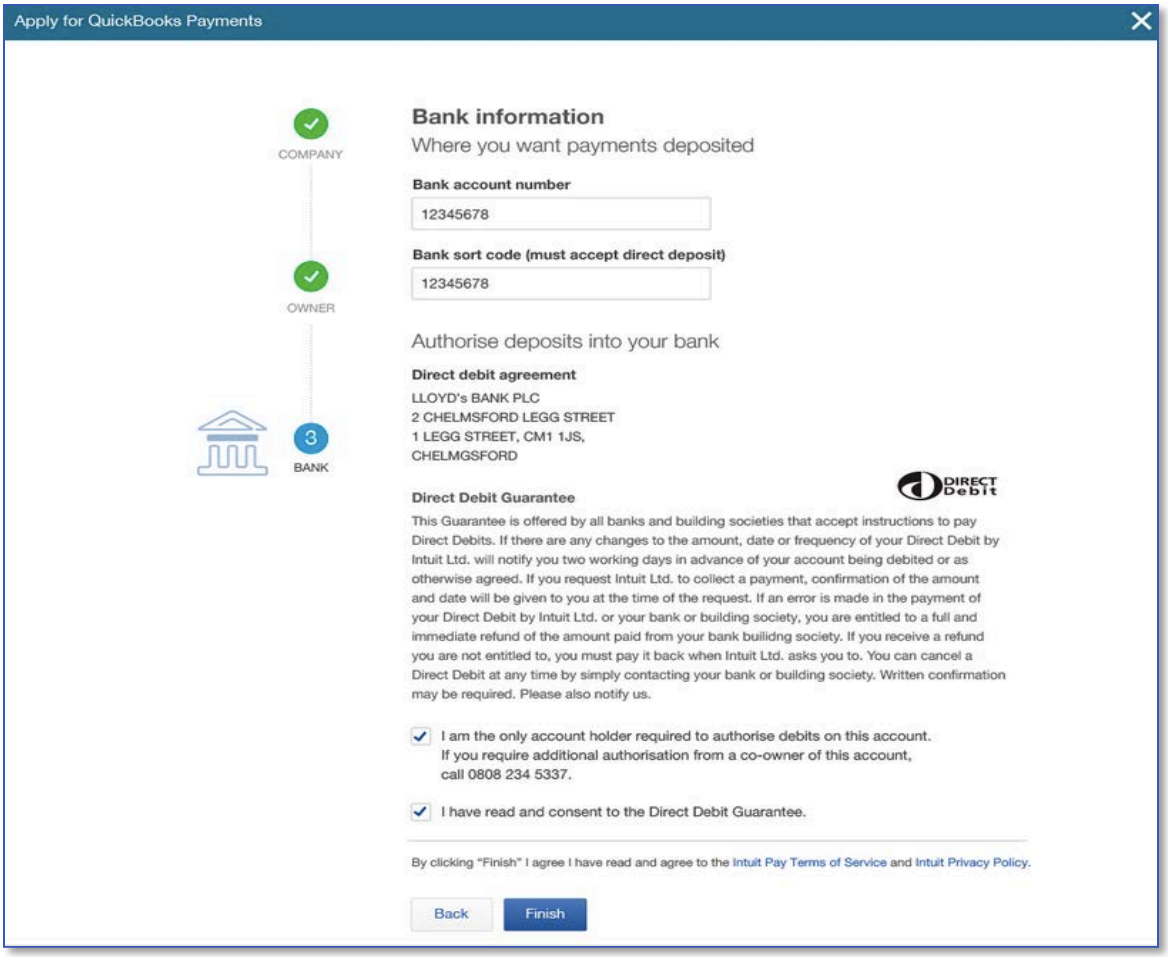
7. Complete the application. The application requires basic company and owner information. Most of the basic information automatically populates from what was entered during the initial QuickBooks Online company file setup.



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

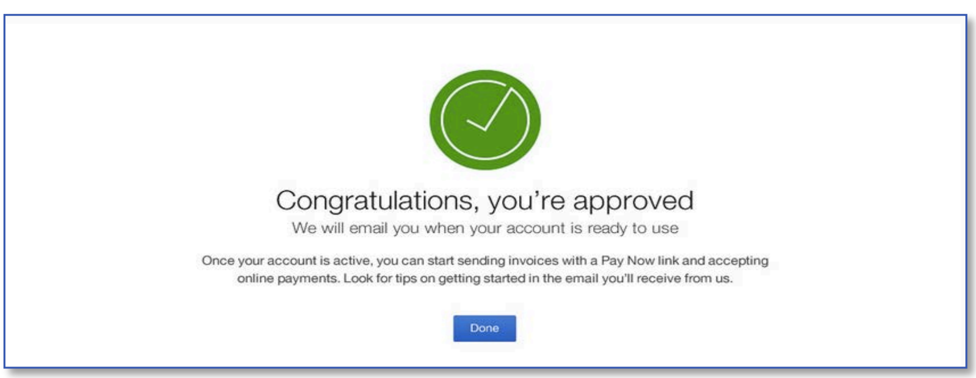


9. After completing the business owner information, click **Next**.

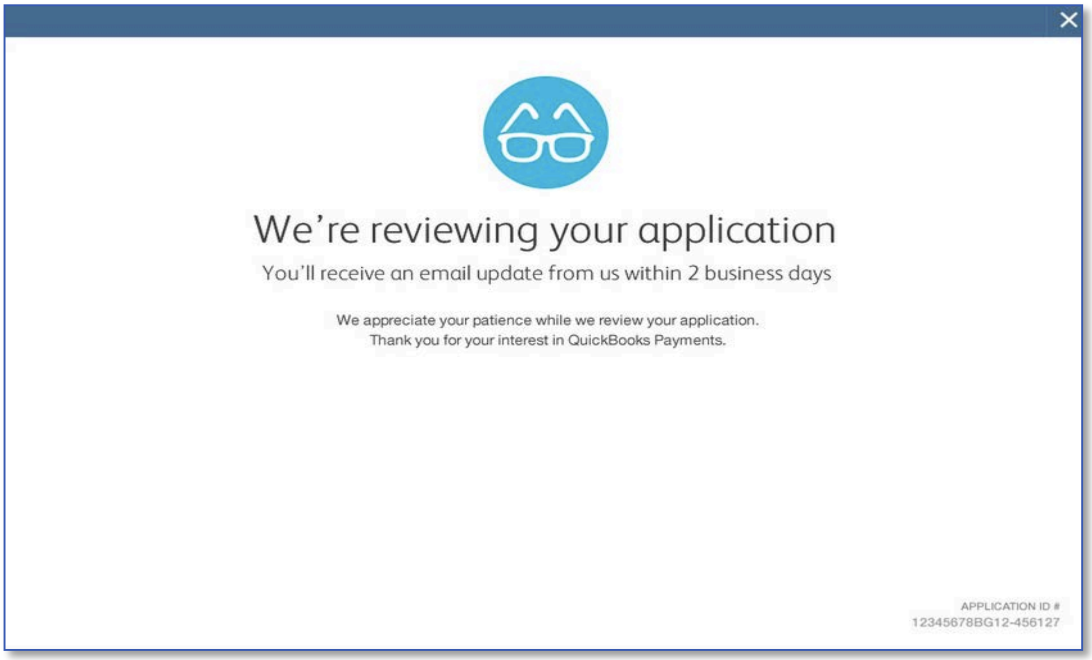


10. After completing the bank information, click **Finish**.

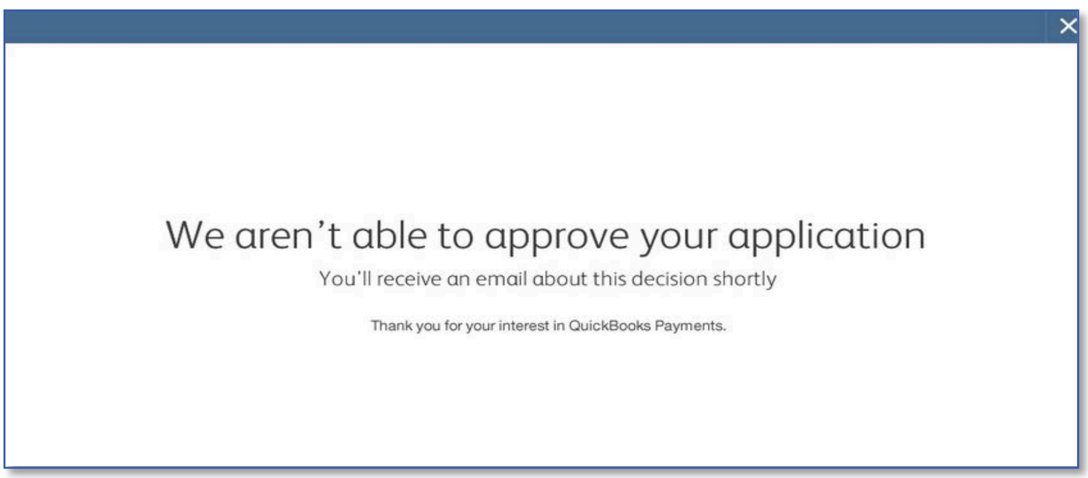
11. When the QuickBooks Payments application is *approved*, you'll receive a message congratulating you, along with a notification that you'll receive an email when your account is ready to use. The service will be available for use within 24 hours for both credit card and bank account payment processing.



12. If the QuickBooks Payments application is *pending* review, this typically means that additional information is required before a decision can be made. Normally a business should receive a reply within 1–2 business days.



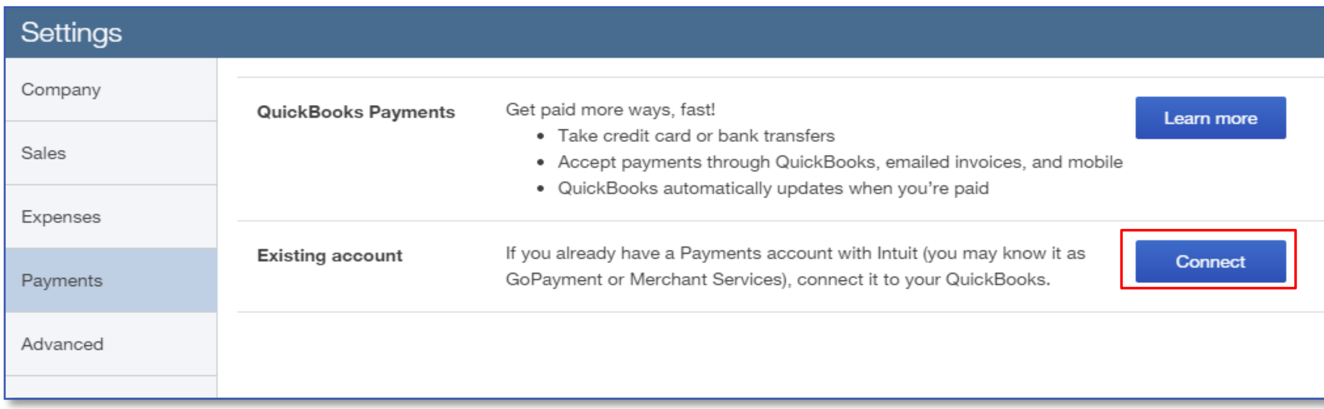
13. If the QuickBooks Payments application is *declined*, the merchant can call the number on the screen to inquire about details or if a mistake is suspected. Sometimes companies are declined because of the kind of products they sell.



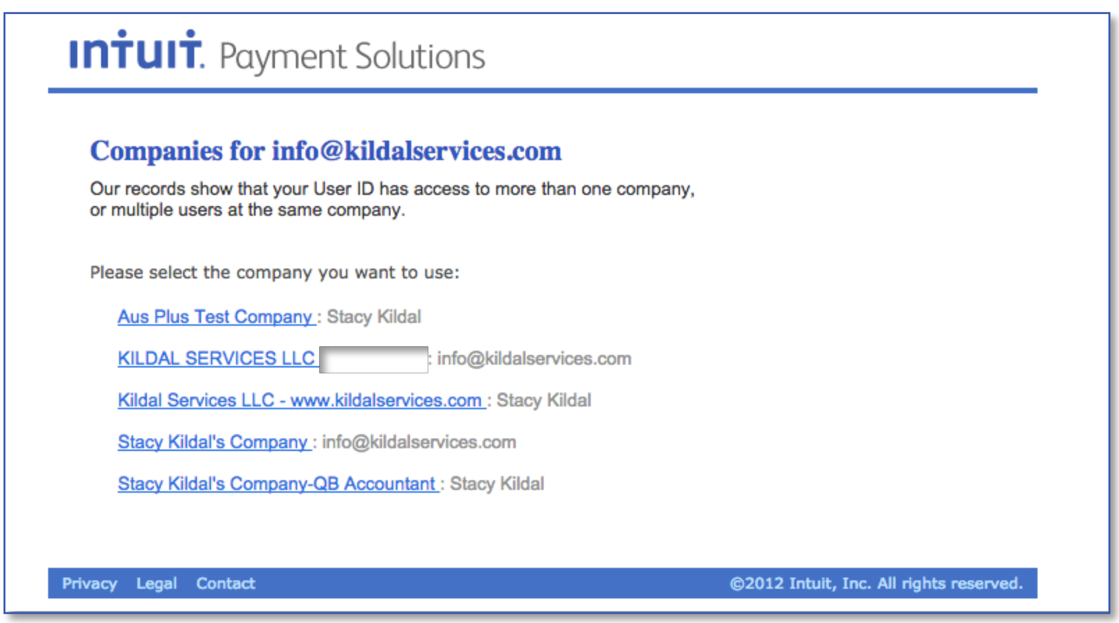
Step by Step: Discover Steps to Link an Existing Intuit Merchant Account

If a client who has an existing Intuit merchant account is moving from QuickBooks Desktop to QuickBooks Online, follow these steps to link them to the QuickBooks Online account:

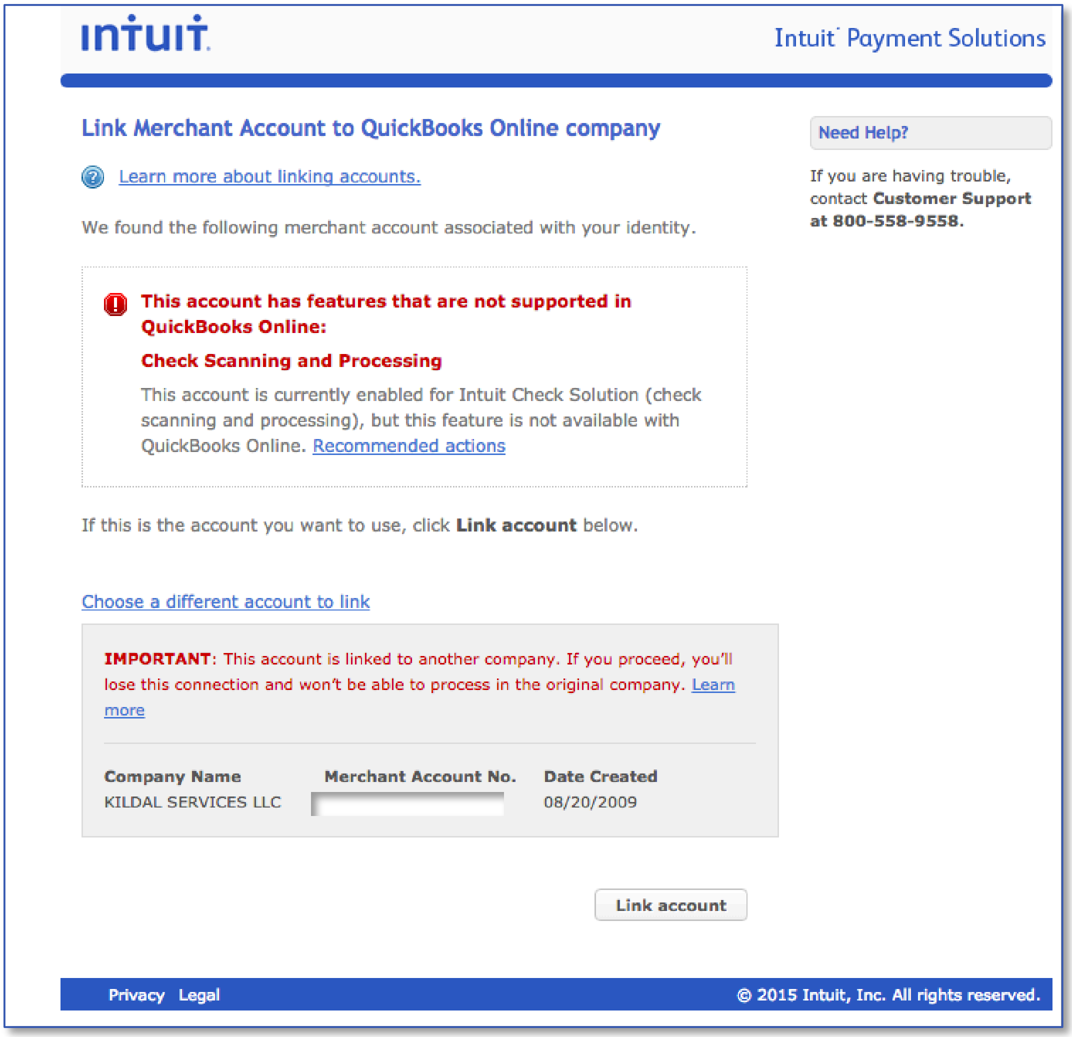
1. Open a live QuickBooks Online account; this will not work in the test drive file.
2. Go to the **gear** icon on the top right → **Company Settings**.
3. Click **Payments** in the left **Navigation** bar to jump to this section.
4. In the section **Existing Account** click the **Connect** button to open a new browser to select or confirm the merchant service account linked to this QuickBooks Online account.



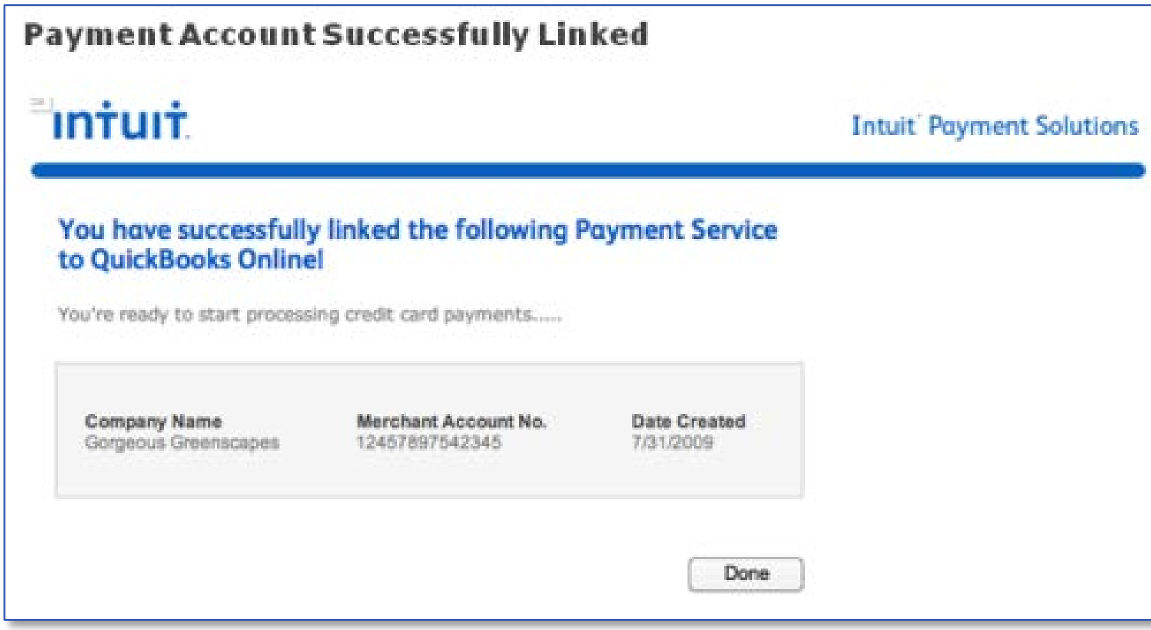
5. Once you click **Connect**, you'll be prompted to login to your existing Intuit account with your Intuit ID and password. Then you will see the companies that are linked to this Intuit account. You will be asked to select the company you wish to use.



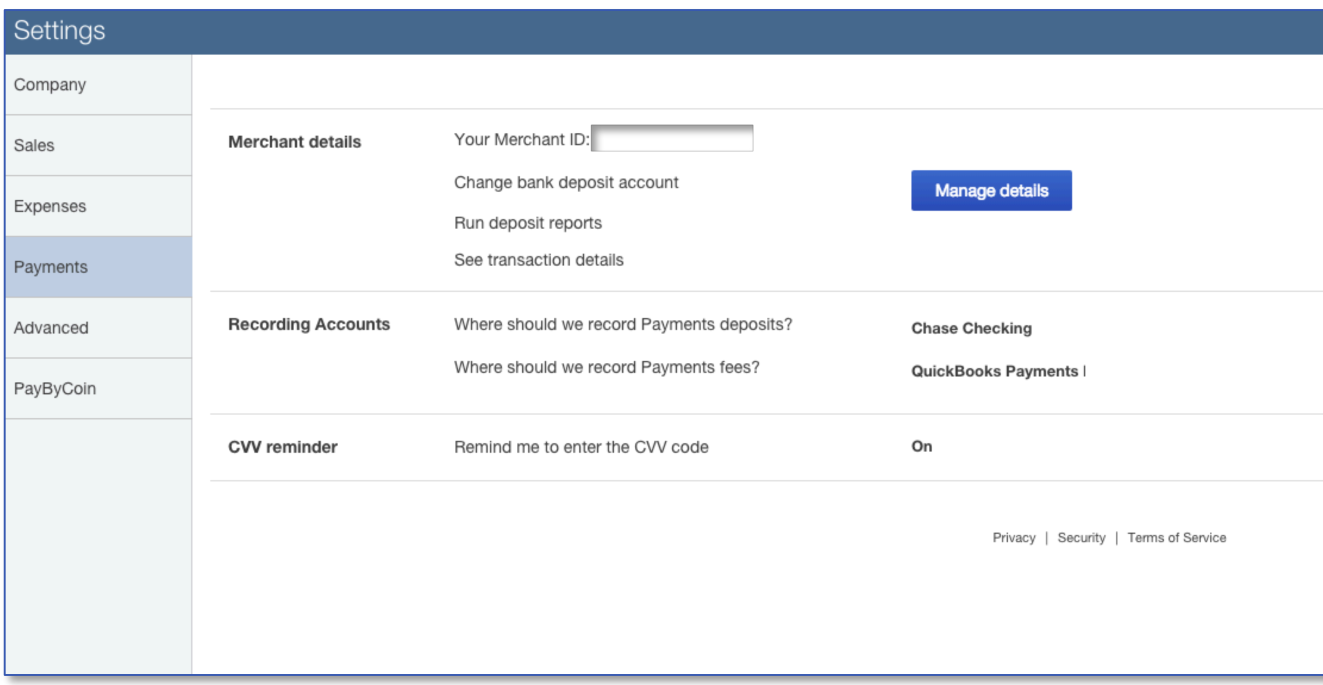
6. Once the account has been detected, you'll see a screen asking you to Link your payment service to QuickBooks Online. (Note: once you link the QuickBooks Online company to the Intuit Merchant Account, you will no longer be able to process payments in the original QuickBooks Desktop company through the Merchant Account.) Click **Link account**.



7. Once it is connected, a confirmation page will be displayed.



8. You will then see your Merchant details in the QuickBooks Online Payments settings.

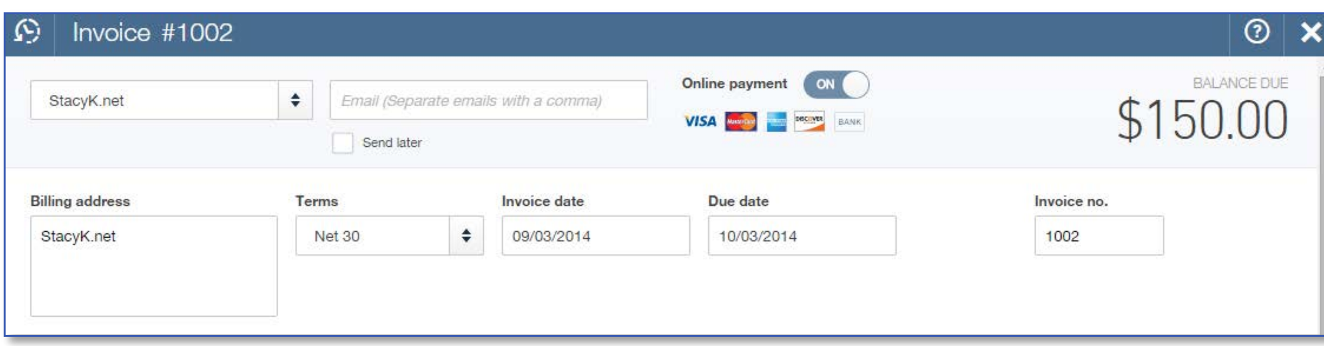


Recognize the Features of Online Invoices

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

Features of QuickBooks Payments with Online Invoices

- Allows the customer to pay the invoice by credit card or bank transfer (ACH) if QuickBooks Payments has been activated and enabled for the emailed invoice
- Currently the Online Invoice is entirely guest view and does not require username and password log in. Based on the payment type selected, the payer enters the bank or credit card information each time. This information is not saved
- Both full and partial payments are allowed
- Batch payments (paying multiple invoices at once) 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 and the merchant service fees are recorded as an expense



Recognize the Steps to Use the Invoicing Portal

Let's take a look at the new Online Invoice functionality in the Invoicing Portal. This is available in QuickBooks Online even if QuickBooks Payments are not activated.

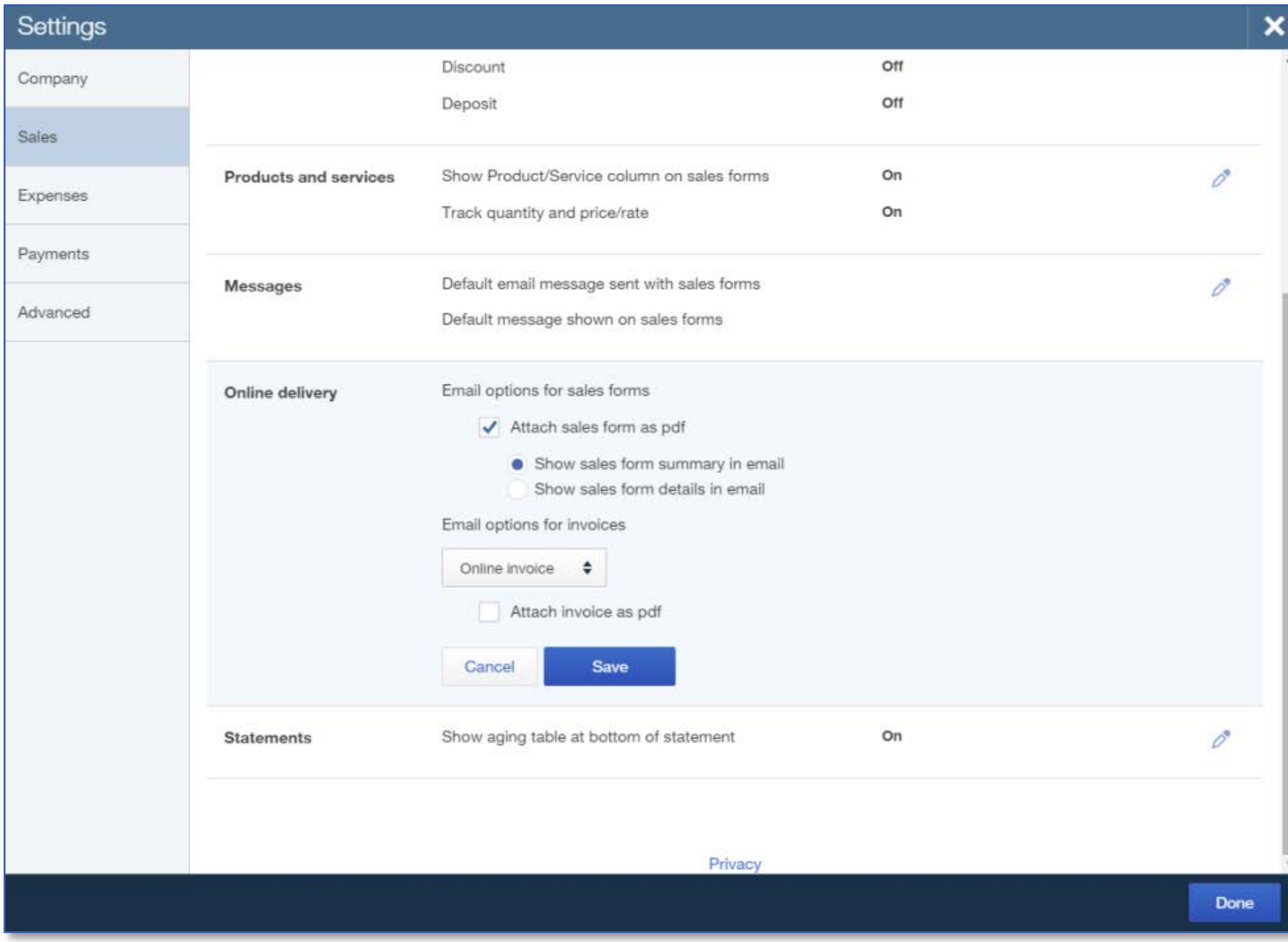
Benefits of the Invoicing Portal

- Professional invoice presentation (remember that the format of the invoice is controlled from the Company 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 Company Settings for Online Invoices

1. Open your QuickBooks Online account. First we will setup the proper preferences for Online Invoices in order to complete the next activity.

2. Click on the **gear** icon on the top right → **Company Settings** → **Sales**.



3. Click on the **Edit** icon (**pencil** icon) to the right of the **Online delivery** section to expand it for editing.

4. Check the box for **Attach sales form as pdf**. This has no effect on Invoices. It refers to Sales Receipts and other forms.

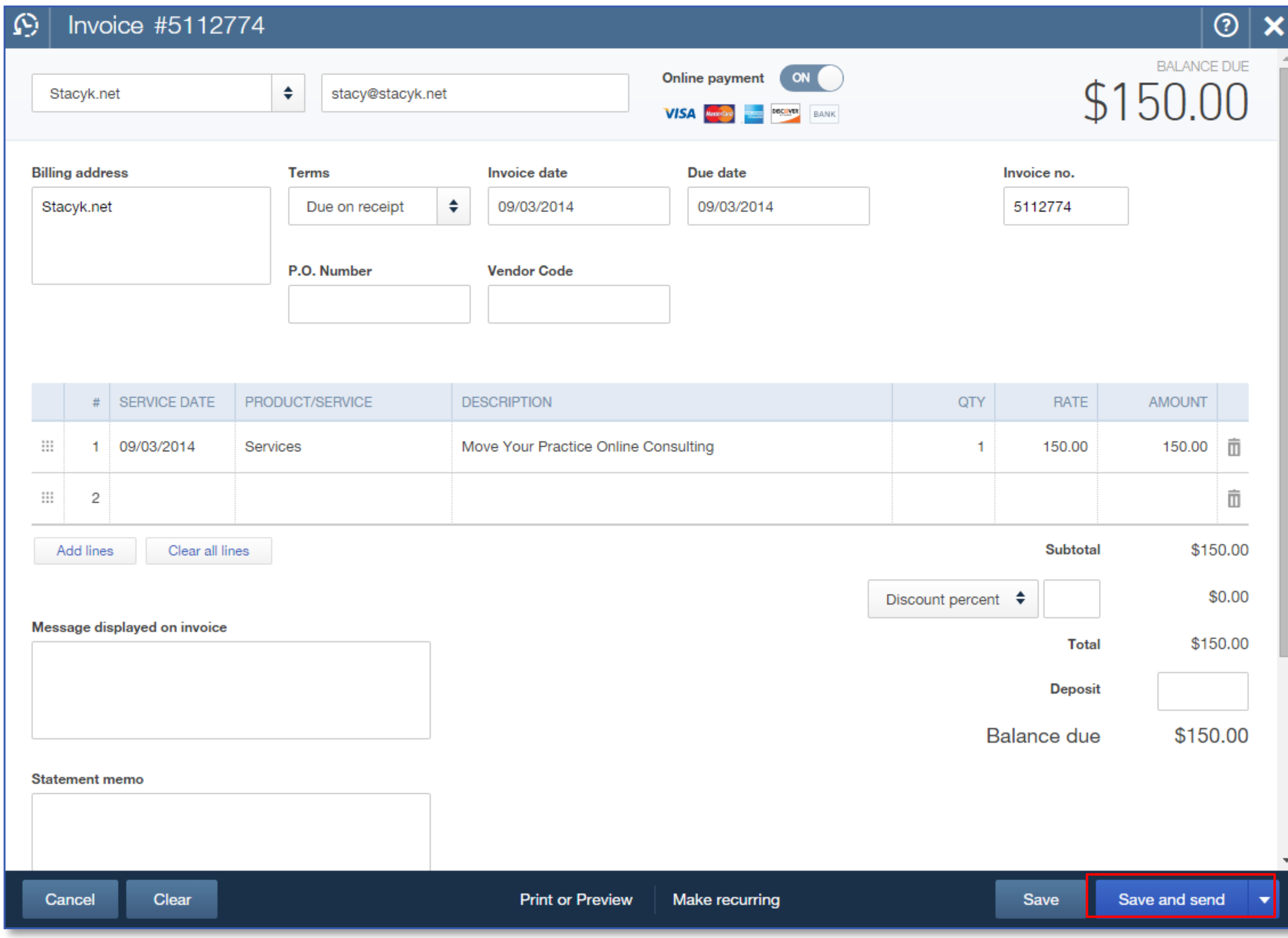
5. Use the drop down to select **Email options** and choose **Online invoice**.

6. Make sure that the box for **Attach invoice as pdf** is *unchecked*.

7. **Save**.

Step by Step: Review the Steps to Send Online Invoices

1. Open your QuickBooks Online account in which the Company 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 → **Invoice**.
3. Ensure that the **Online payment** button is turned on at the top of the invoice.
4. Enter the invoice details.
5. Click the blue **Save and send** button in the lower right corner.



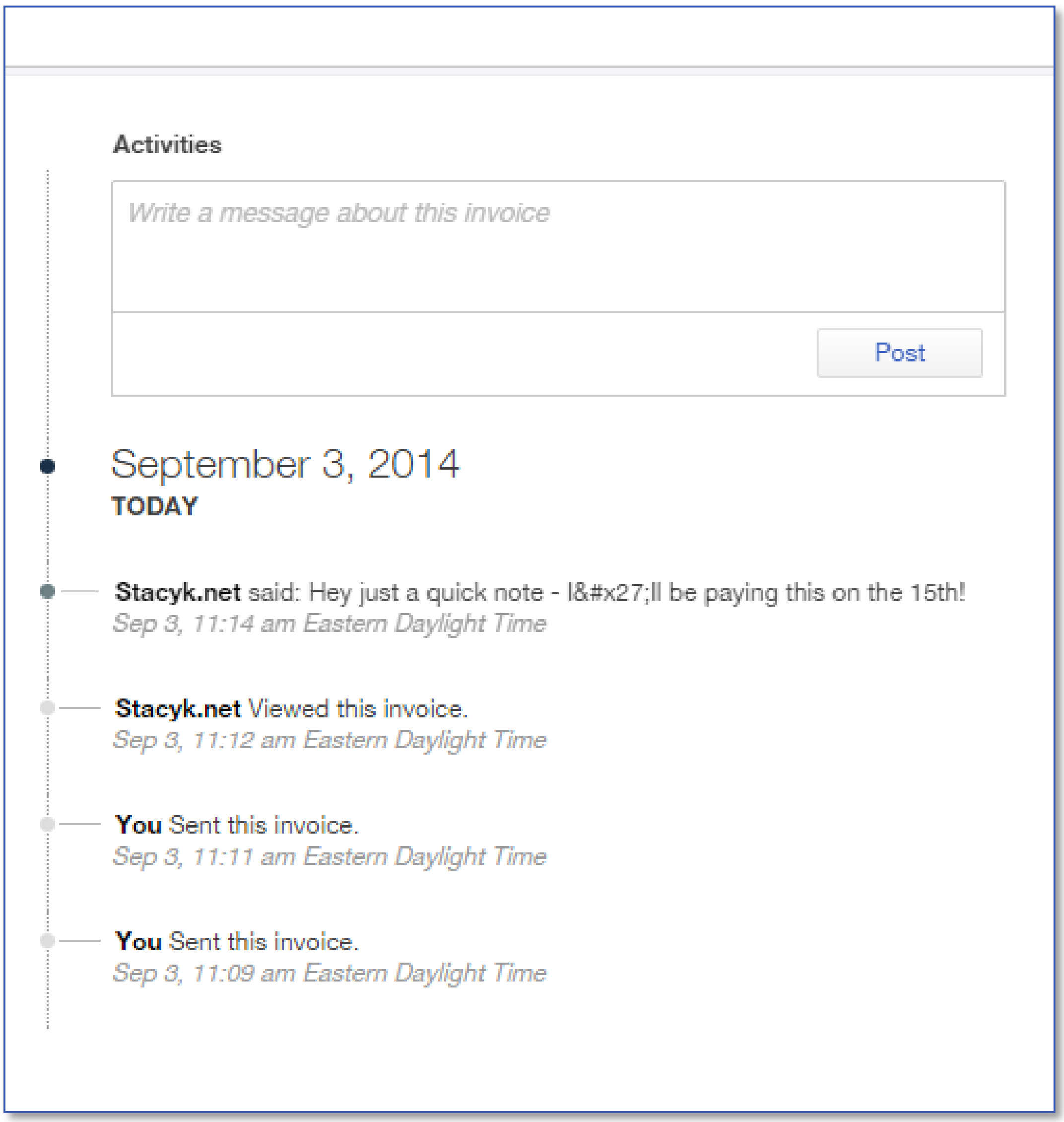
6. The next screen shows the option to edit the subject line and/or body of the email that the client or customer will see.

7. The online payment option can be turned on from here as well.

8. Click **Send and close** to send the invoice.

Step by Step: Locate and Review Online Invoice Activities

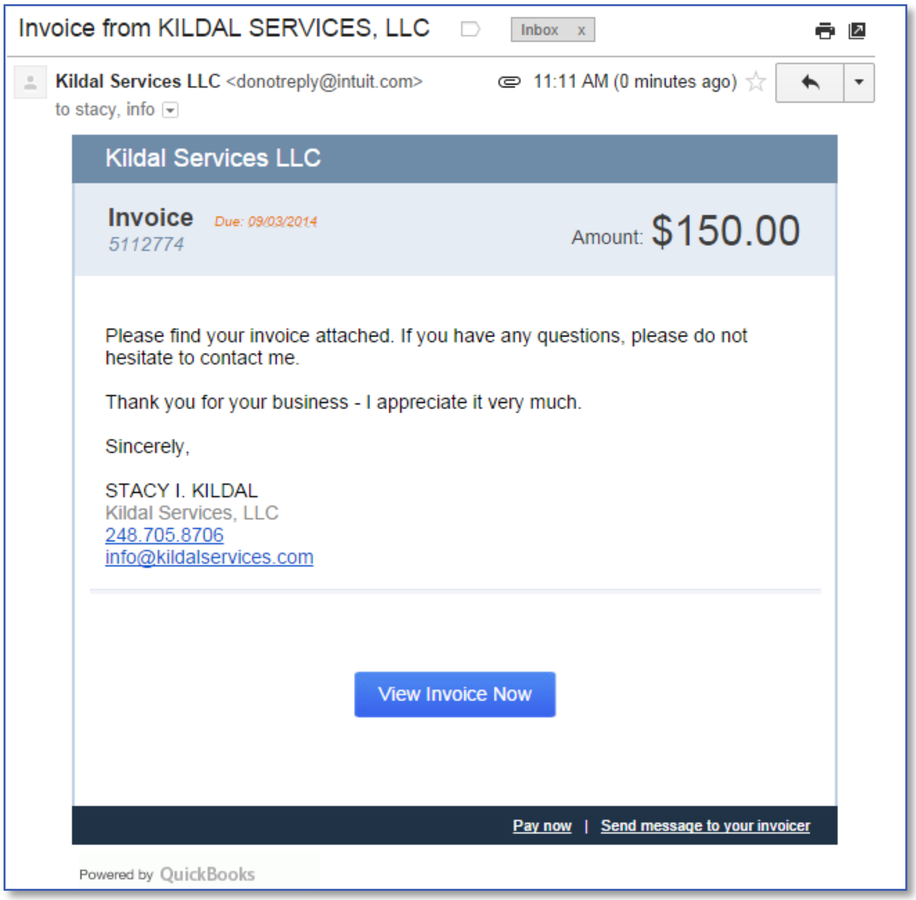
1. Open your QuickBooks Online account in which the Company Settings were saved in the previous activity. This activity will not work in the test drive file.
2. Go to the left Navigation bar → Transactions → Sales.
3. Find the invoice created in the previous step and open it (double-click it) from the Sales Transactions list.
4. Scroll down until the Activities section is visible (in the middle).



5. Activities will show when the invoice was sent, when the customer viewed the invoice, as well as messages sent to and from clients.
6. A message may be sent to the client by entering it and clicking Post.

Step by Step: Become Familiar with the Invoicing Portal — From the Customer's Perspective

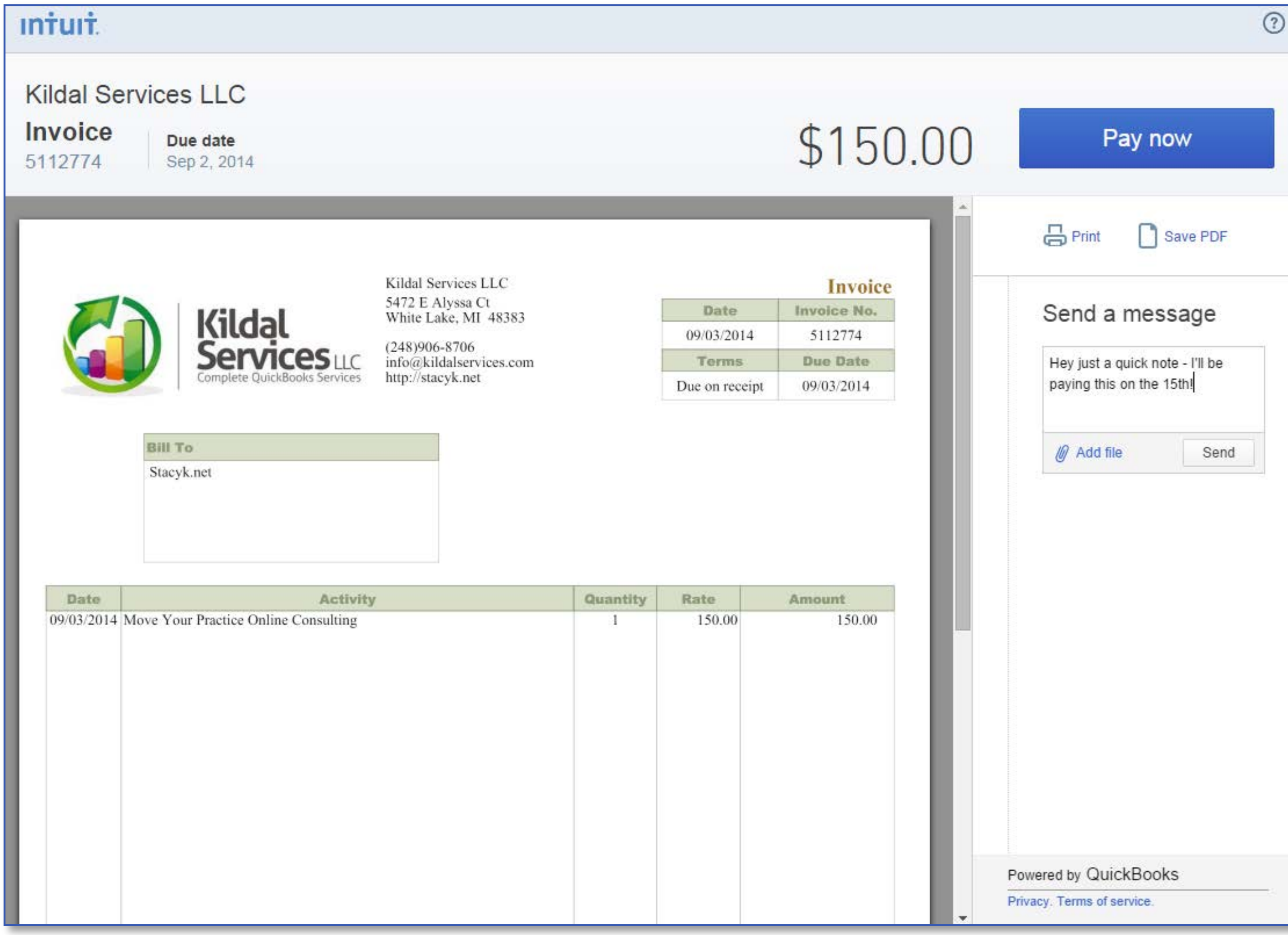
1. Once the invoice is sent the recipient will receive an email with a link to view the invoice directly in the body of the email.



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 actual due date and balance due amount per the QuickBooks Online account. Print & Save PDF options 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 company sent the invoice and when the customer viewed the invoice. When invoices get 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 and upload an attachment in the right side messaging.



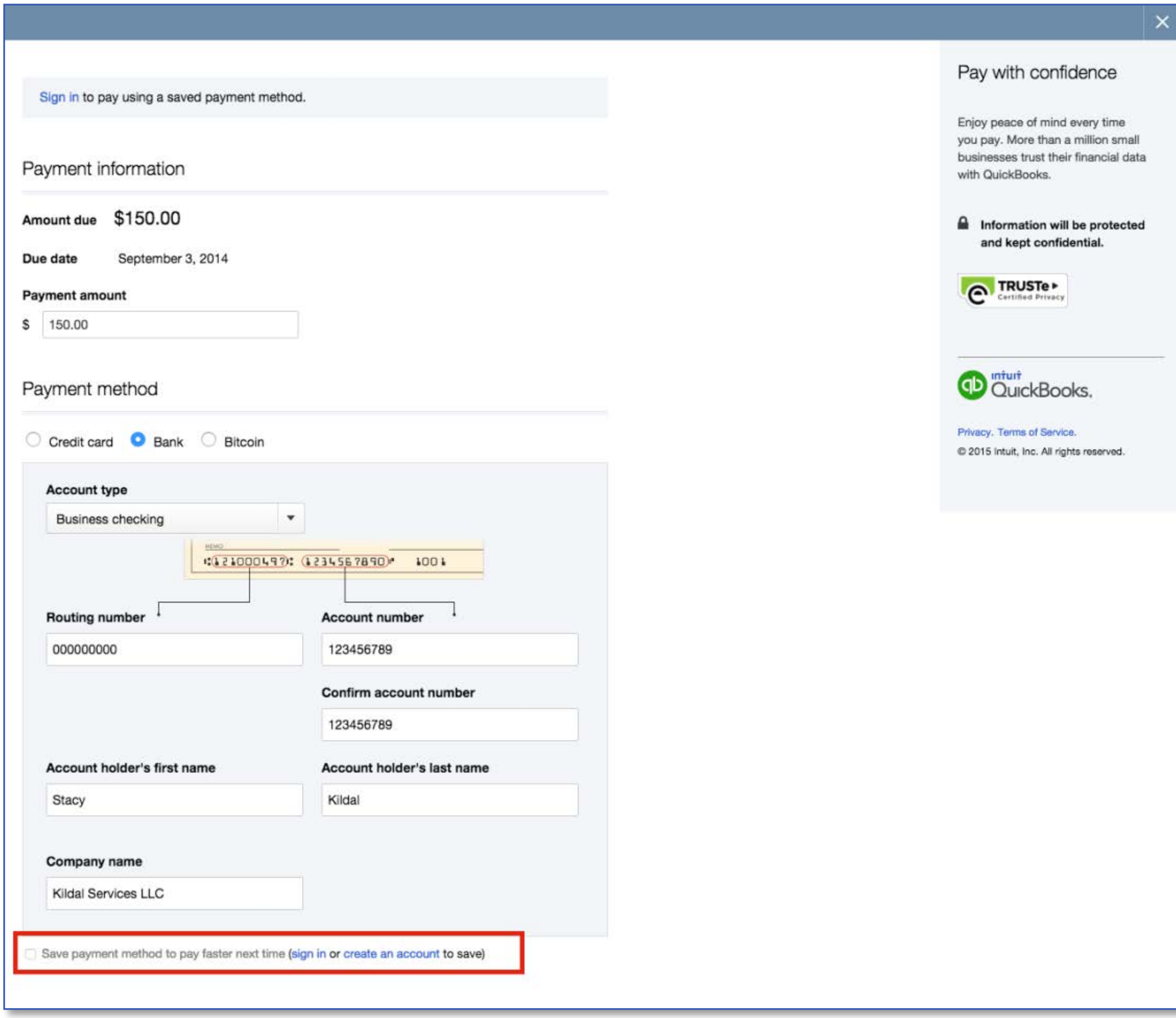
3. The company will receive an email notice that the message has been sent and includes the text of the message in the email. In addition, the message is posted inside the QuickBooks Online account on the Invoice Activities. This two-way messaging allows the business and customer to communicate directly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

4. A blue Pay now button is prominently displayed so that the customer can pay right away!

5. Depending on the preference at the time of sending the invoice, the Invoicing Portal will allow the recipient to pay the invoice by:

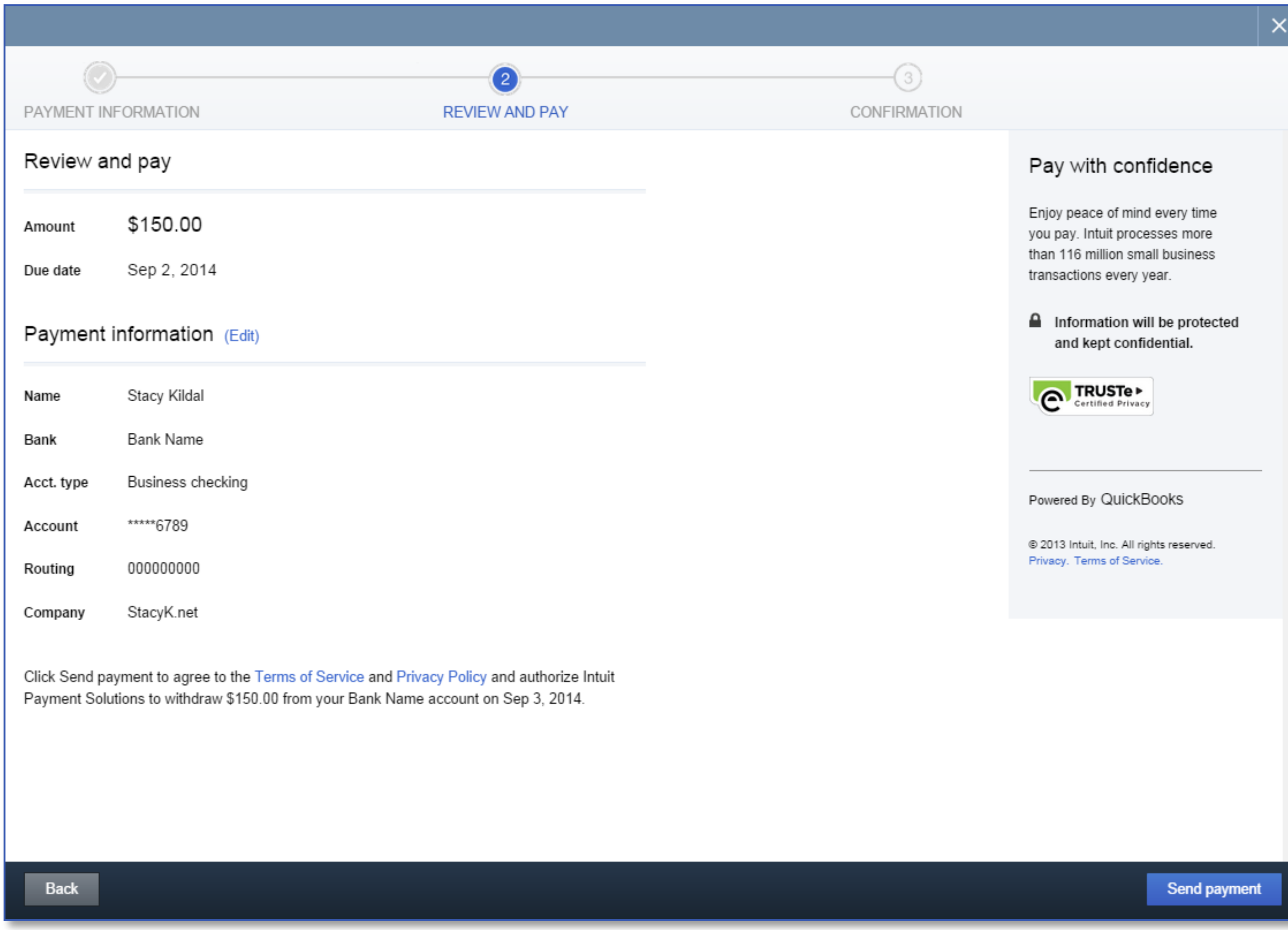
- Credit Card
- ACH debit of bank account

6. Based on the selection, the customer (Payer) enters bank or credit card information.

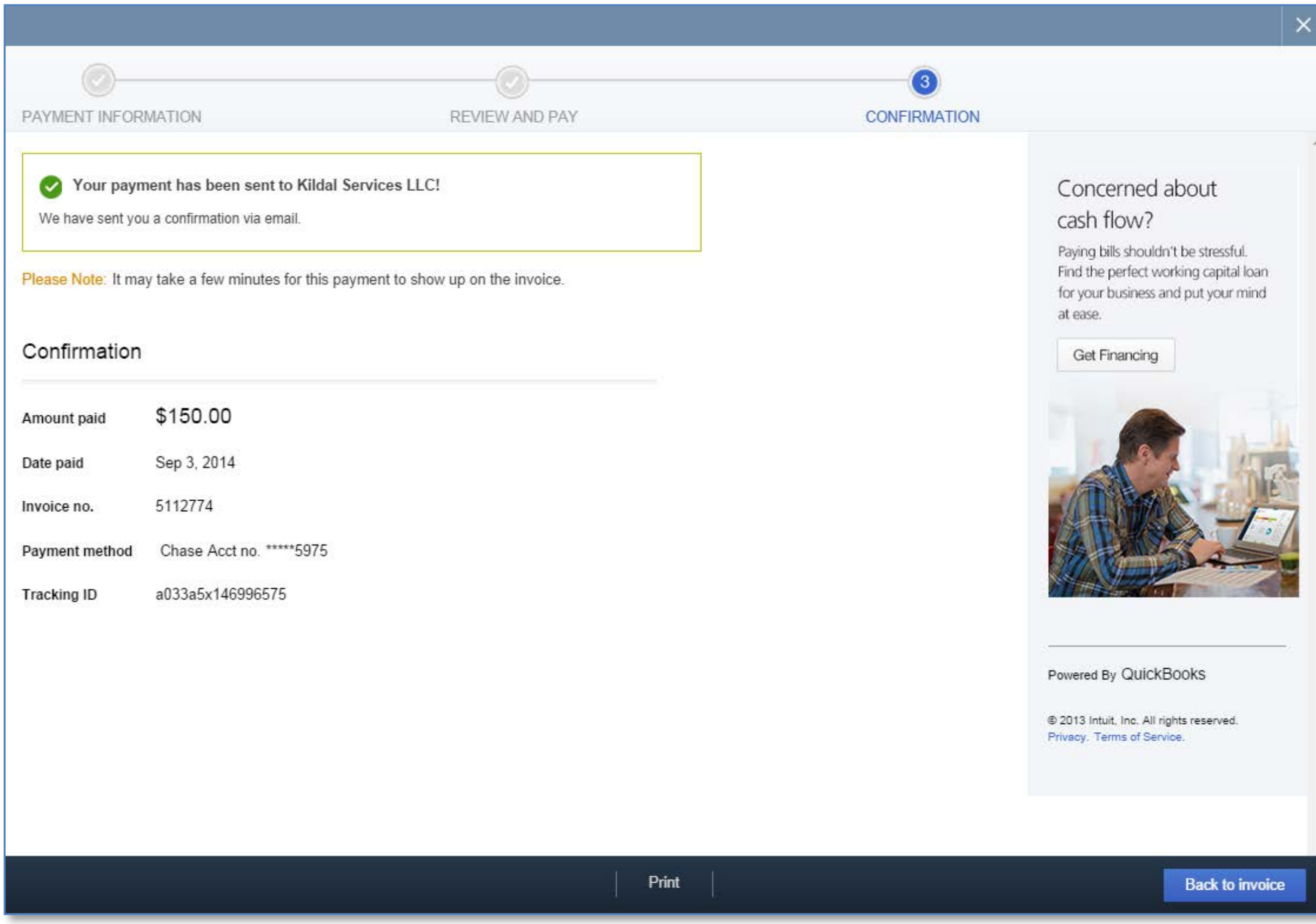


7. Another screen allows the payer to verify the information they have entered is correct before they click the **Send payment** button.

   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.



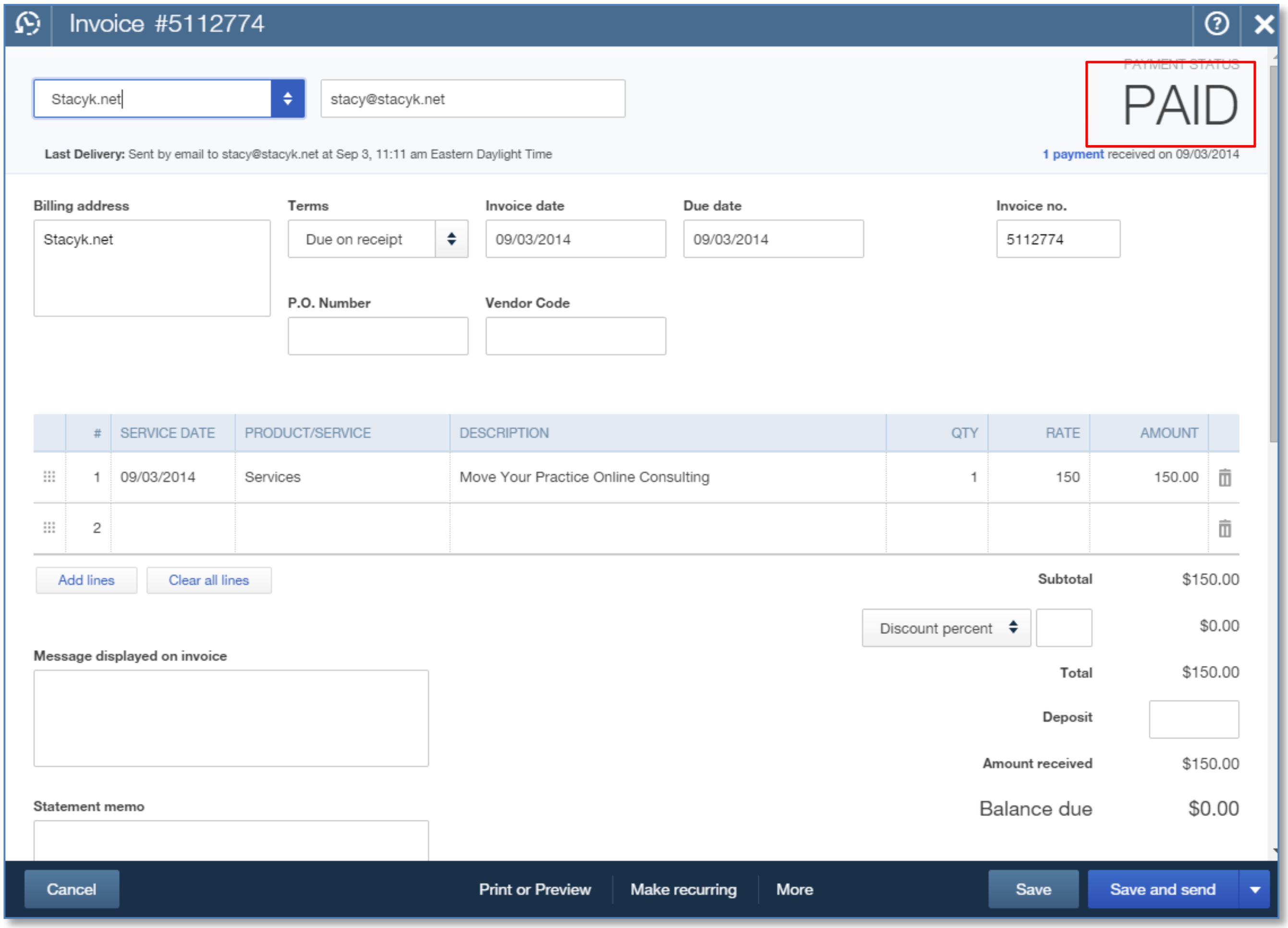
8. A payment Confirmation page shows the payer that payment has been processed successfully.



9. An email with a receipt will be sent to the payer's email address.

10. Once a customer pays an invoice an email notification is sent to the merchant and QuickBooks Online is automatically updated. The invoice will show a status of PAID and the date payment was received.

    This process is the same if the client or customer chooses to use a credit card.



Keep in mind that there is no log-in process for the customer, so payment information is not saved. Customers will have to enter their bank and credit card information each time.

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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

Identify Intuit's Payroll Offerings that Integrate with QuickBooks Online

Payroll Offerings that Integrate with QuickBooks Online

QuickBooks Online Payroll (QBOP) is deeply integrated in QuickBooks Online. QuickBooks Online Payroll offerings provide tremendous value and time savings to businesses.

For business owners, QuickBooks Online Payroll is available in two versions: QuickBooks Online Enhanced Payroll and QuickBooks Online Full Service Payroll.

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.

	Client Runs Payroll or Collaborates with Accountant	Intuit Does Payroll for Client	Accountant & Client Collaborate
	QuickBooks Online Enhanced Payroll	QuickBooks Online Full Service Payroll	Intuit Online Payroll for Accounting Professionals
Pay by check or direct deposit	Yes	Yes	Yes
Free expert support	Yes	Yes	Yes
Get year-end W2 forms	Yes	Yes	Yes
Federal & State payroll tax forms automatically filled in	Yes	Yes	Yes
Separate accountant & client logins to access the same account	Yes (via QBOA)	Yes (via QBOA)	Yes
Intuit files and pays taxes for you		Yes	
No tax penalties, guaranteed		Yes	
Payroll setup completed for you		Yes	

In the activities that follow, the QuickBooks Online test drive company will allow for a demonstration of payroll features. Do not log out of the sample account in between these activities, or previous information will be lost; each activity builds upon a previous one.

List of Features Available in QuickBooks Online Enhanced Payroll

- QuickBooks Online Enhanced Payroll is a good fit to handle yourself if you are comfortable running payroll, paying liabilities and submitting returns:
  - Anytime, anywhere access to payroll via browser or mobile app
  - Payroll is processed directly within the QuickBooks Online account
  - Time tracking entries in QuickBooks Online flow to the Paychecks screen in QuickBooks Online Payroll
  - Unlimited payroll runs
  - Pay employees by direct deposit or print checks or both (direct deposit is at no extra charge)
  - Online employee portal to view pay stub
  - Federal and State tax payments
  - Federal and State quarterly and annual filings (forms are filled out for you)
  - U.S.-based live expert support available by phone or chat
  - Seamless integration with QuickBooks Online
  - Integrated online employee timesheets
  - Payroll rates always up to date automatically; no installation required
  - Multi-state payroll processing for business with employees in multiple states
  - Optional add-on payroll services (workers comp pay-as-you-go)
- QuickBooks Online Enhanced Payroll can also be a good fit if you wish to collaborate with your accountant in some form (perhaps creating paychecks on your end and scheduling liability payments and submitting returns on their end).

List of Features Available in Intuit Online Payroll for Accounting Professionals

- Intuit Online Payroll for Accounting Professionals can be a good fit if you wish to collaborate with your accountant in some form (perhaps creating paychecks on your end and scheduling liability payments and submitting returns on their end).

  – Accessed via a separate login from QuickBooks Online

  – Email reminders help meet direct deposit, tax payment and form filing due dates

  – Can be managed by your accountant and has a client access feature that allows you to be given one of three levels of online access to your accountant's payroll portal

  – Paycheck data is exported directly to QuickBooks Online with one click

List of Features Available in QuickBooks Online Full Service Payroll

- QuickBooks Online Full Service Payroll (QBOP) is a good fit when neither you or your accountant wish to deal with payroll liabilities or form filings:

  – Intuit handles the set up and serves as the payroll service provider

  – Intuit sets up the payroll

  – Intuit verifies employees' social security numbers with federal agencies

  – Intuit sets up your direct deposit account for the company and employees

  – Intuit works with your prior payroll service provider to transfer your information

  – The accountant or the client create the paychecks and Intuit handles the rest

  – QBOP handles all paychecks and payroll taxes via a separate online website

  – Intuit sends email notifications about upcoming tax payments and files and pays the taxes on the employer's behalf

  – The employer keeps the money to pay to tax agencies until the payment is actually due

  – Intuit creates and distributes W-2 forms at the end of the year

  – QBOP also allows companies to pay contractors via direct deposit. IFSP prepares and submits 1099-MISC electronically

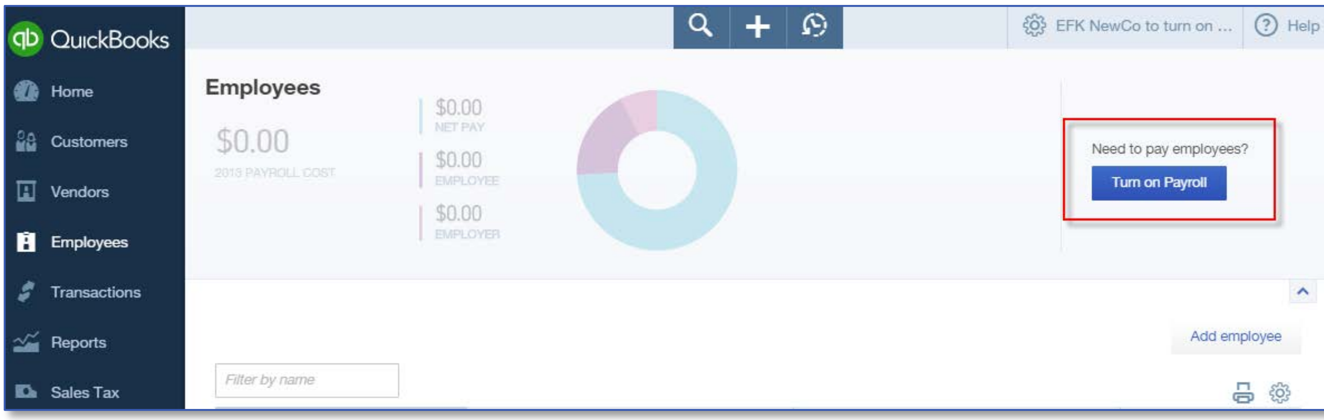
  – Intuit guarantees no tax penalties

  – Paycheck data is exported directly to QuickBooks Online with one click and is imported as transaction type Check and can be viewed in the account registers and reports

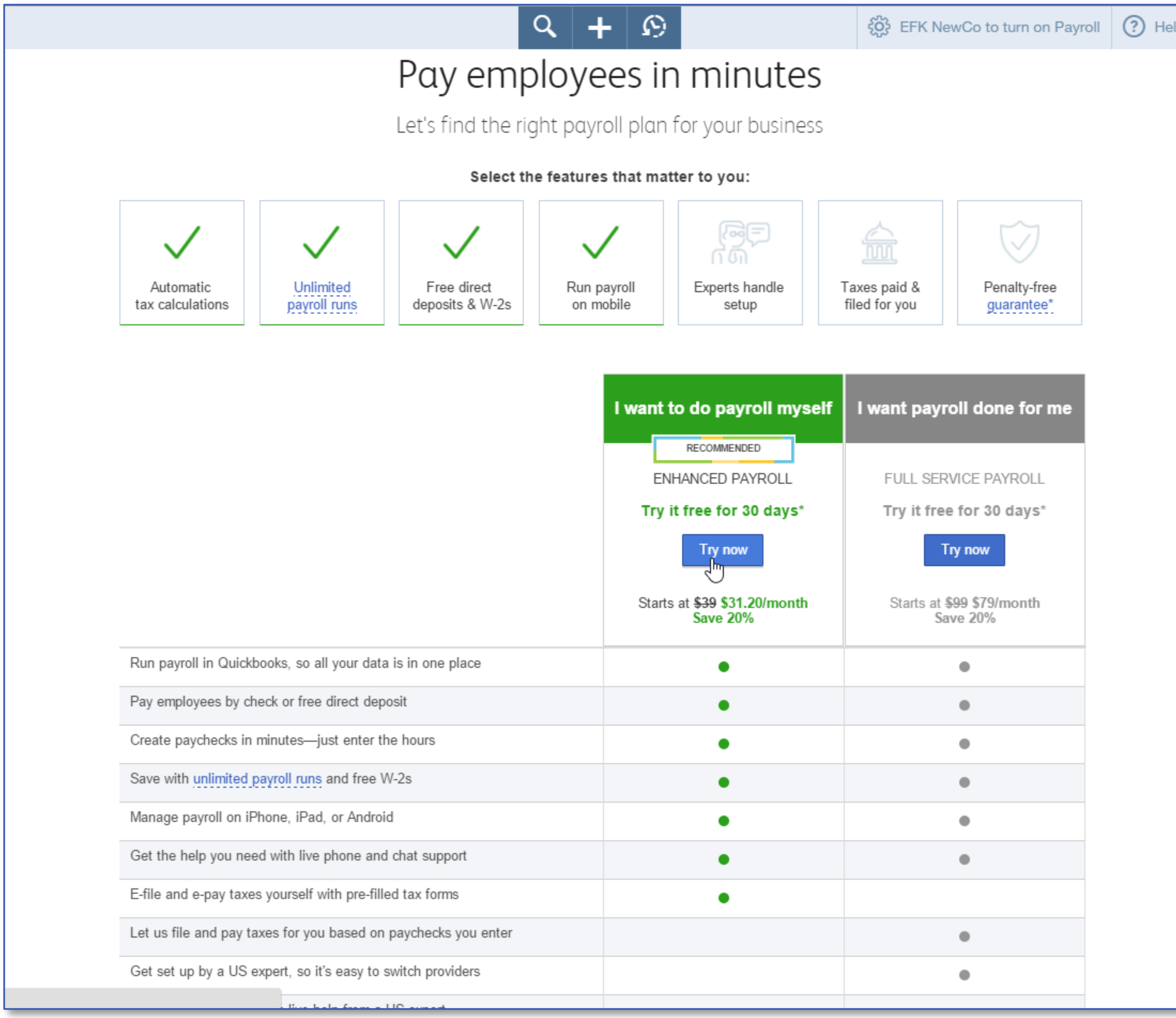
IDENTIFY THE STEPS TO SETUP QUICKBOOKS ONLINE PAYROLL

Step by Step: Find Links to Add QuickBooks Online Payroll

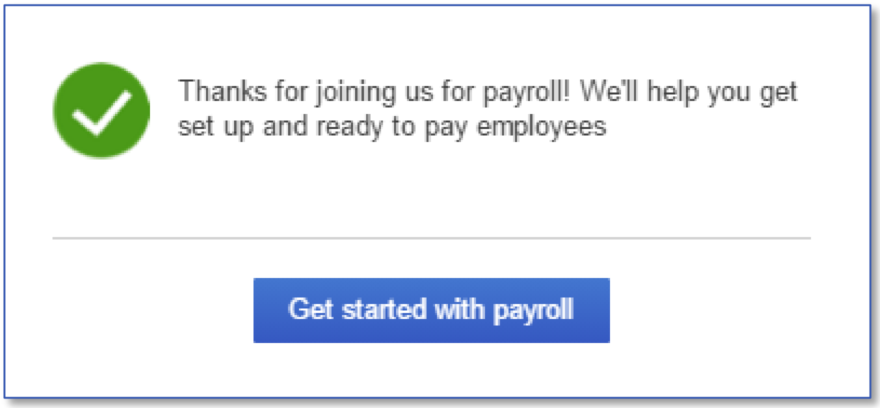
1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. From the left **Navigation** bar → **Employee Center**.
3. Click on the **Turn on Payroll** button.



4. You will be walked through the steps to select the right payroll option. Depending on what you've chosen to be most important to you about your payroll service (the green checkmarks indicate what was chosen in the example below), you will be prompted to choose either QuickBooks Online Enhanced Payroll or QuickBooks Online Full Service Payroll. Just select **Try now** in the appropriate choice you'll have free access to that payroll service for 30 days. (If you want your accounting professional to do it all for you outside of QuickBooks, you can ask if they can do it by using Intuit Online Payroll for Accounting Professionals.)



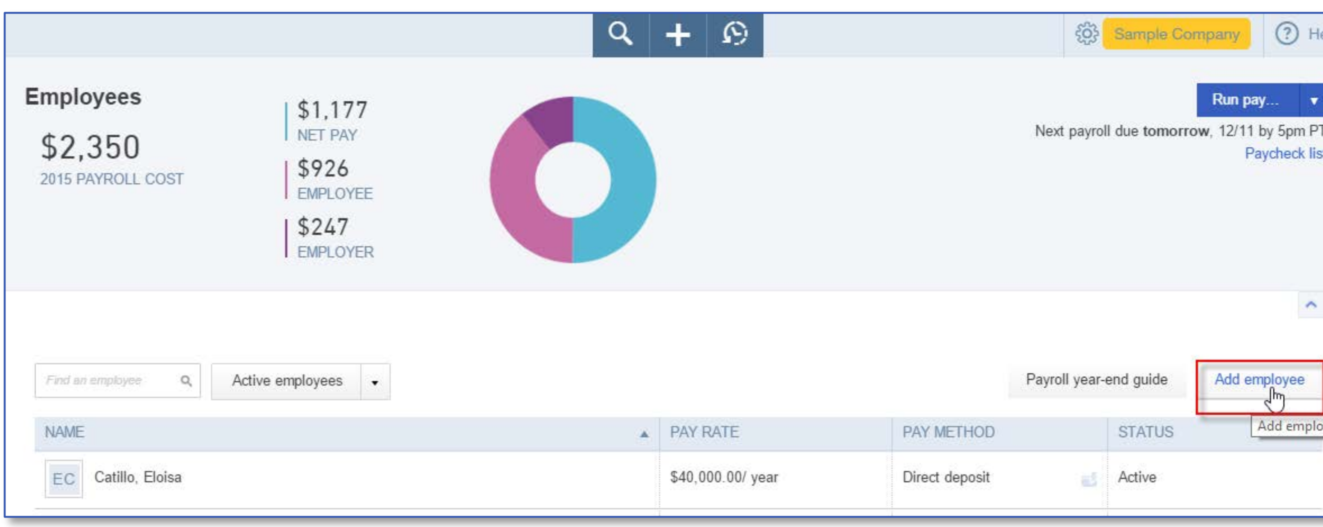
5. You'll see a confirmation message. Click on **Get started with payroll**.



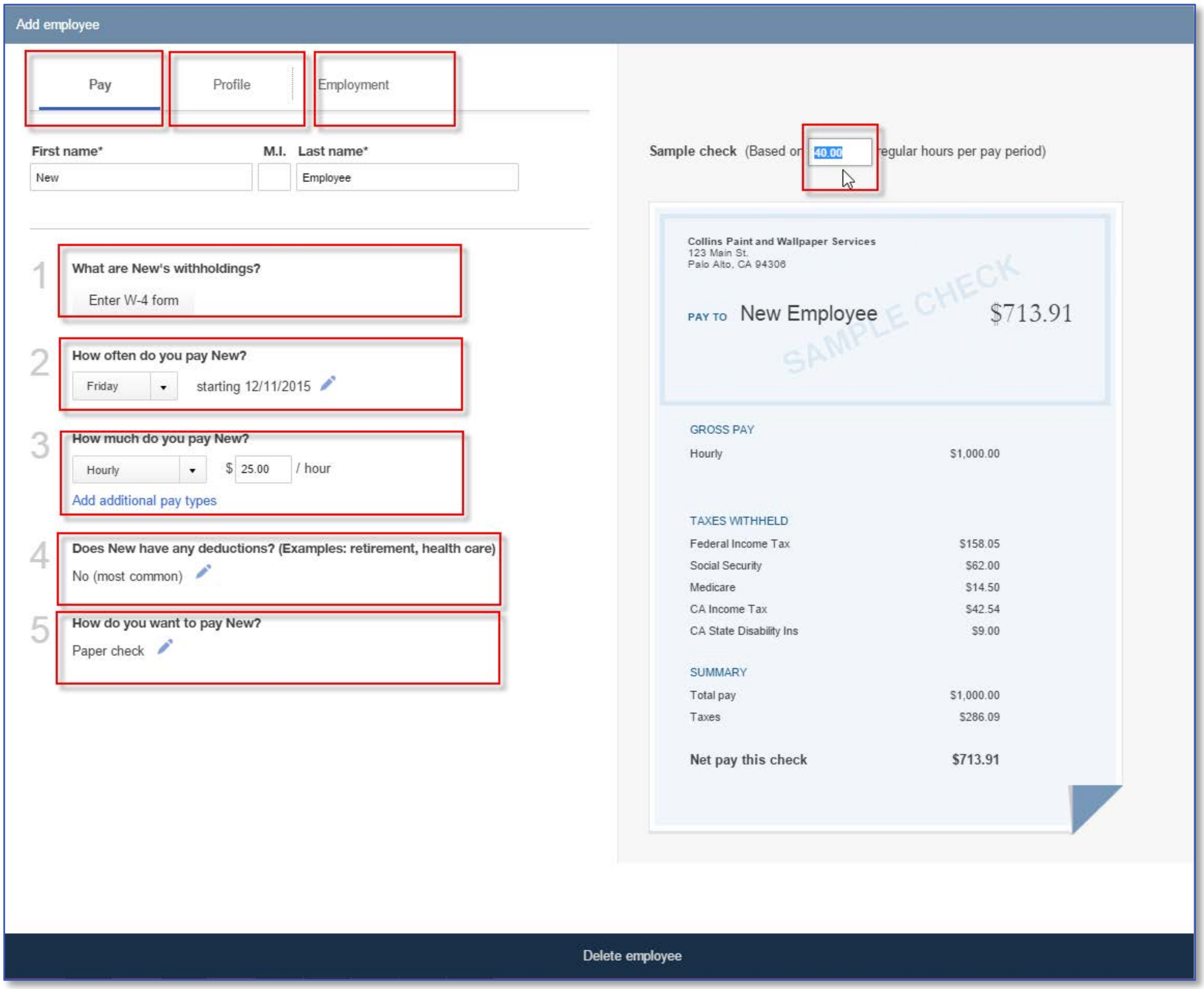
6. After signing up for and setting up payroll, the Activity Feed on the home page and the Employee Center provide for reminders and suggestions. (For example, you'll get reminders to sign up to e-file and e-pay payroll taxes and to check enrollment status for direct deposit, e-pay, and e-file.)

Step by Step: Add Employee to QuickBooks Online Payroll

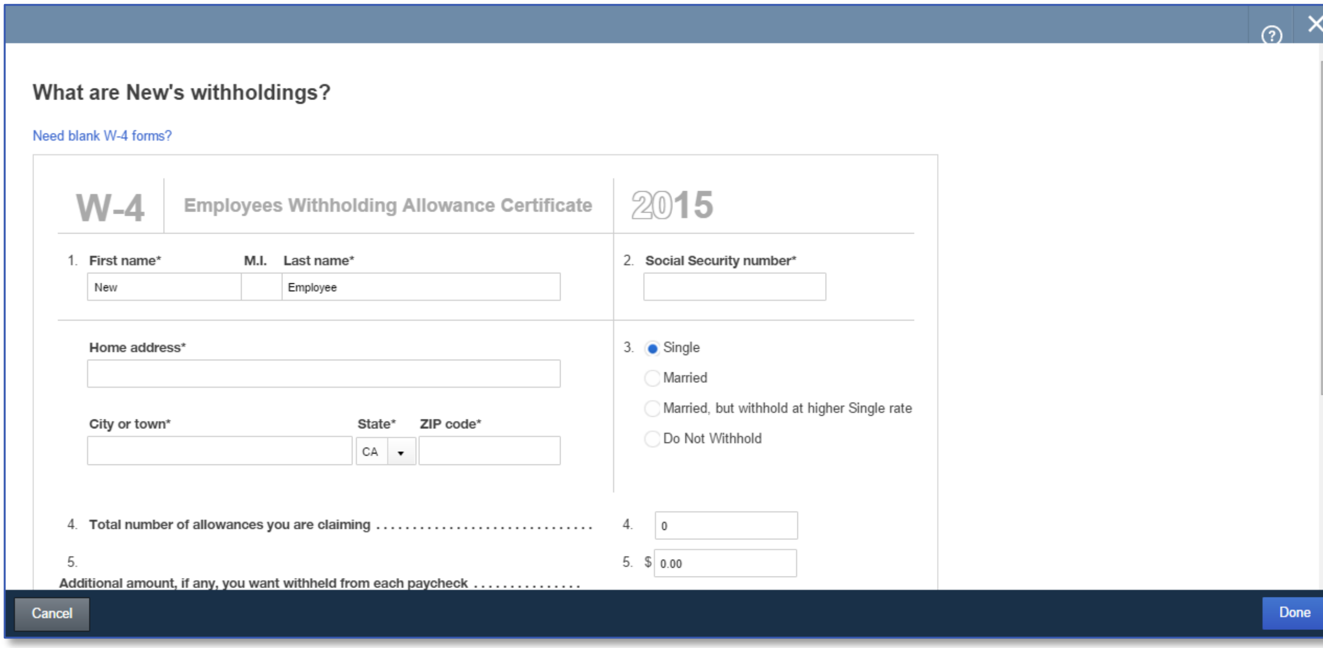
1. To practice setting up a new employee, open the QuickBooks Online test drive account.
2. Navigate to the **Employee Center**.
3. Click on **Turn on Payroll**.
4. Click **Add Employee**.



5. Notice the three main tabs of this screen: Pay, Profile and Employment.



6. Fill in sample information in each field on all three sections to experience the fields available. Notice that the employee withholdings are gathered by entering W-4 information (from the Pay tab) on a screen that looks like the IRS Form W-4, making for an easy and intuitive experience.

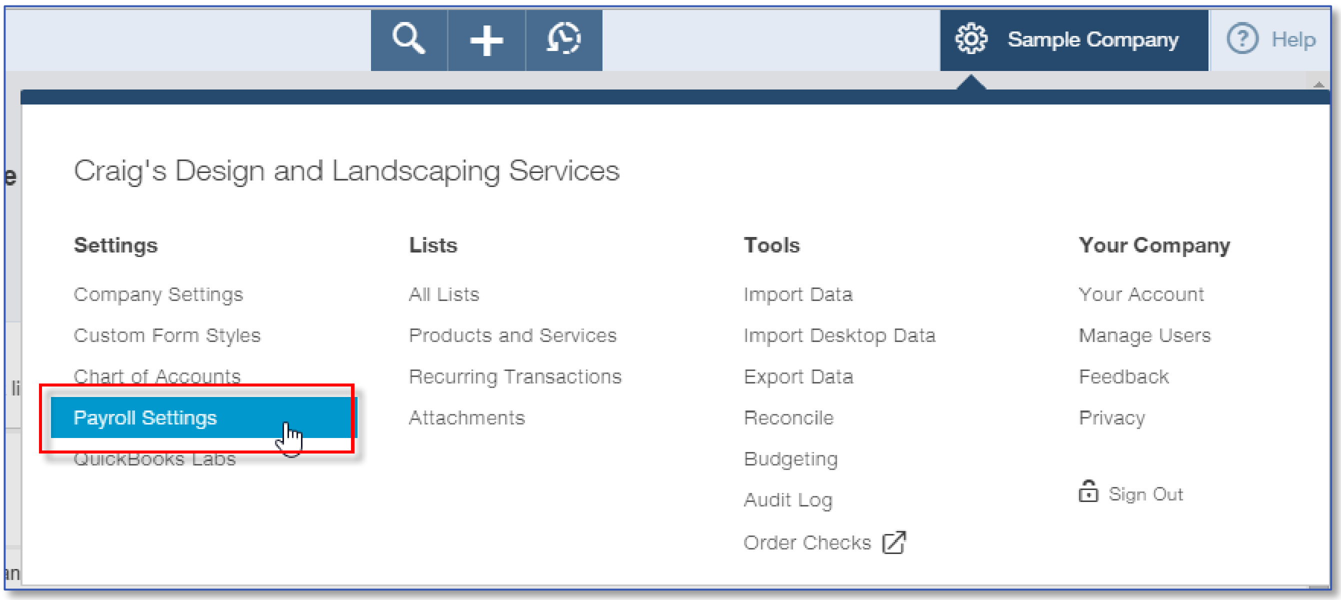


7. Click **Done**.

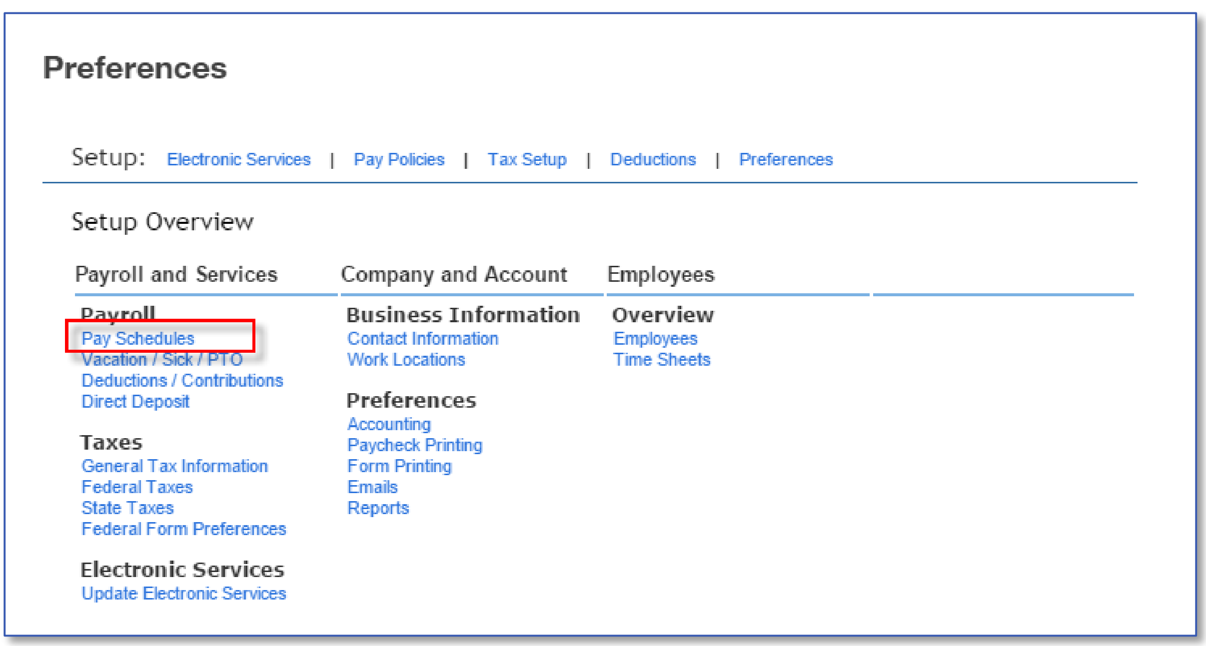
8. Notice that the new employee has been added to the Employee list.

Step by Step: Configure Payroll Settings for QuickBooks Online Payroll

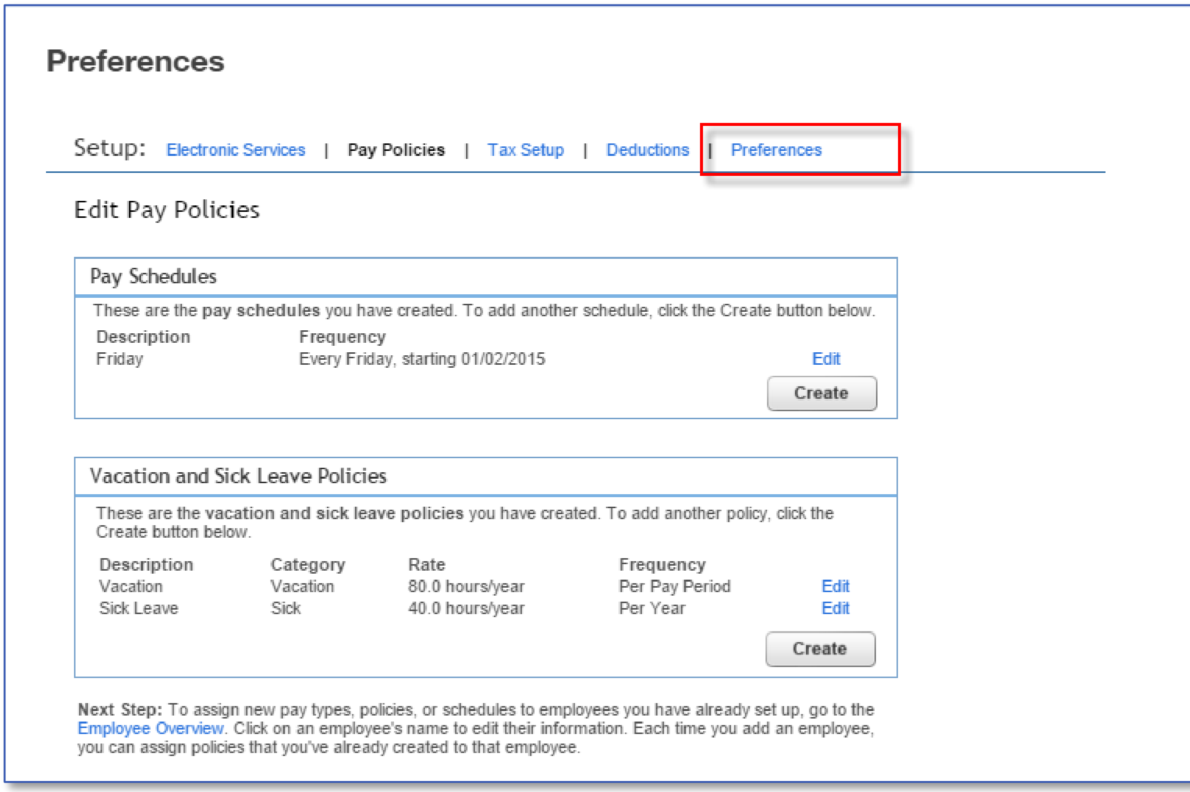
1. To practice configuring payroll settings, open the QuickBooks Online test drive file.
2. Click the **gear** icon on the top right → **Settings** → **Payroll Settings**.



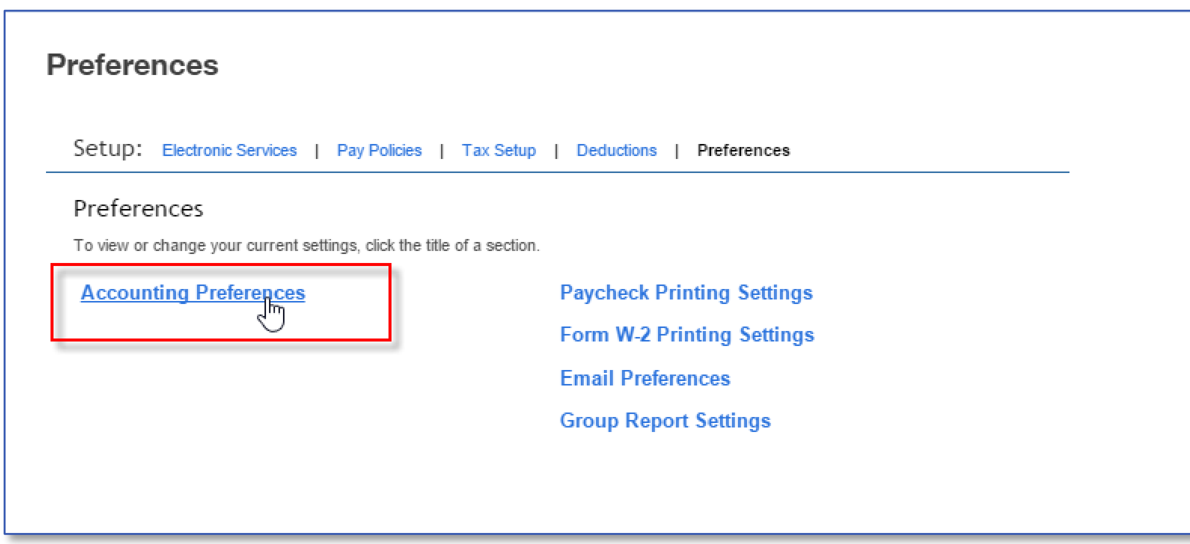
3. In the Payroll section, click **Pay Schedules**.



4. Click **Preferences** in the **Setup** section.



5. Click **Accounting Preferences**.



6. Click **Next**.

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

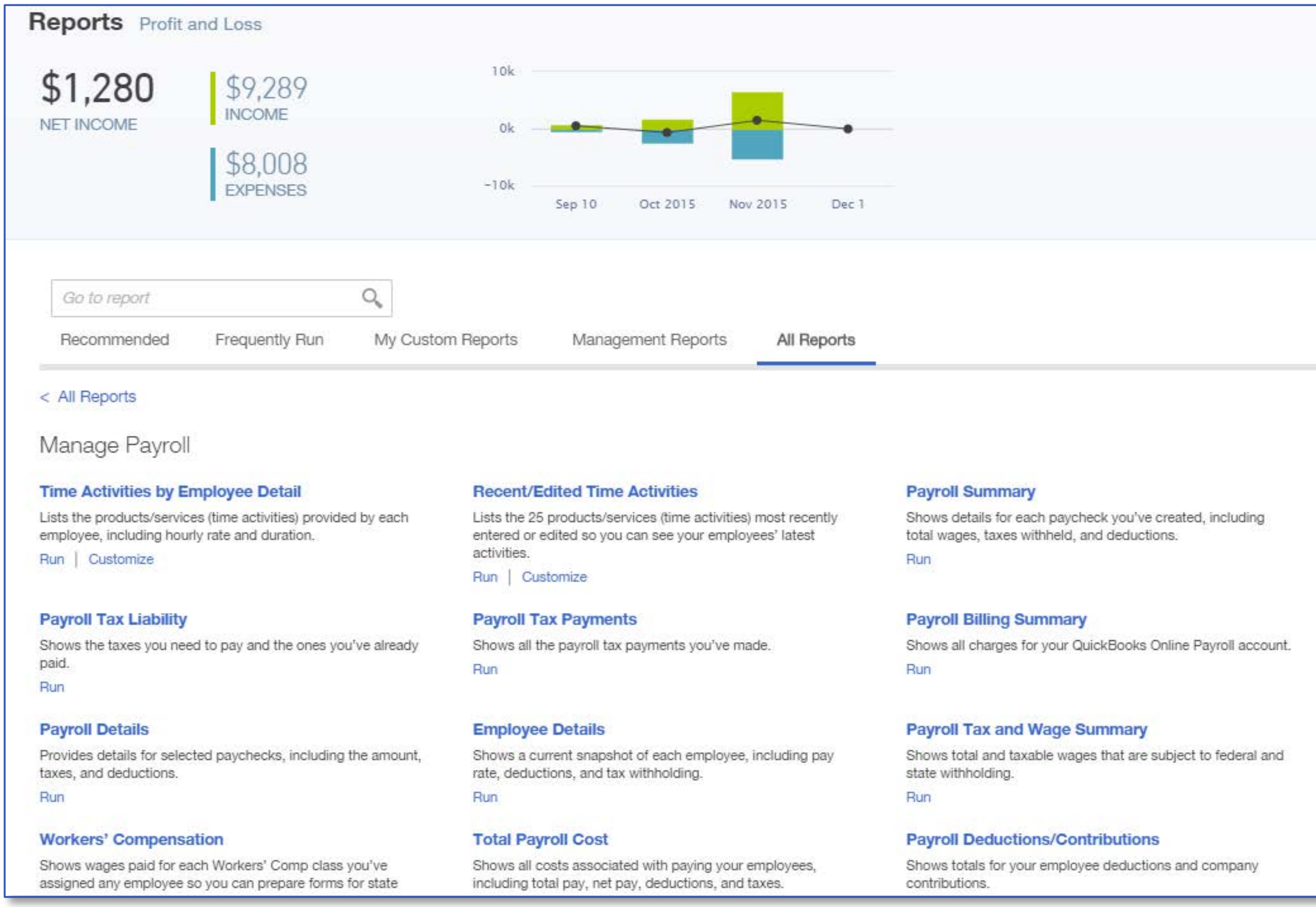
8. Click **OK**.

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 the place where company-wide settings are adjusted, such as:

- Add a new pay schedule for a new employees to be paid at different frequency from others
- Add a new vacation policy for employees that accrue paid-time-off differently from others
- Add or modify a deduction or contribution plan — such as a health plan, 401(k) plan, or garnishments. To modify an employee's specific deduction details, go to the **Employee Dashboard** and click on 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 whether 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 W2 data to Turbo Tax
- Apply for Workers Comp pay-as-you-go service

IDENTIFY THE VARIOUS PAYROLL REPORTS IN QUICKBOOKS ONLINE PAYROLL



Various Payroll Reports in QuickBooks Online Payroll

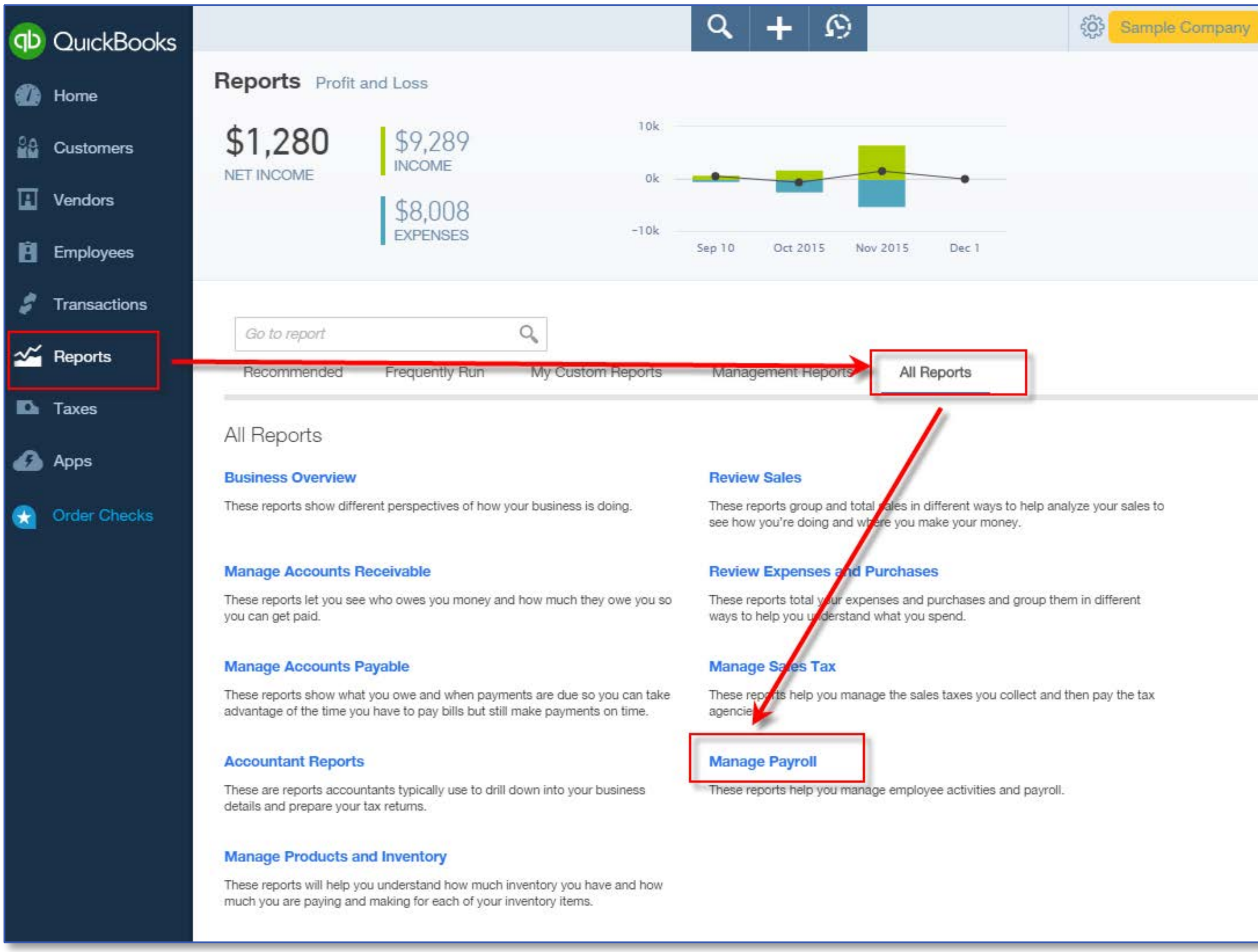
The Payroll reports available include:

- 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 Dictionary

Step by Step: View the Payroll Summary Report in QuickBooks Online Payroll

1. Practice running payroll reports by opening the QuickBooks Online test drive file.
2. Navigate to the left **Navigation** bar → **Reports**.
3. Click **All Reports**.
4. Click the blue **Manage Payroll** group hyperlink.



5. Click the blue **Payroll Summary** hyperlink. Notice that the Payroll Summary Report shows sub-totals for each paycheck created in the date range, including total wages, total taxes withheld and total deductions.

Payroll Summary Report

Share

Date Range: Last pay date

Employee: Active Employees

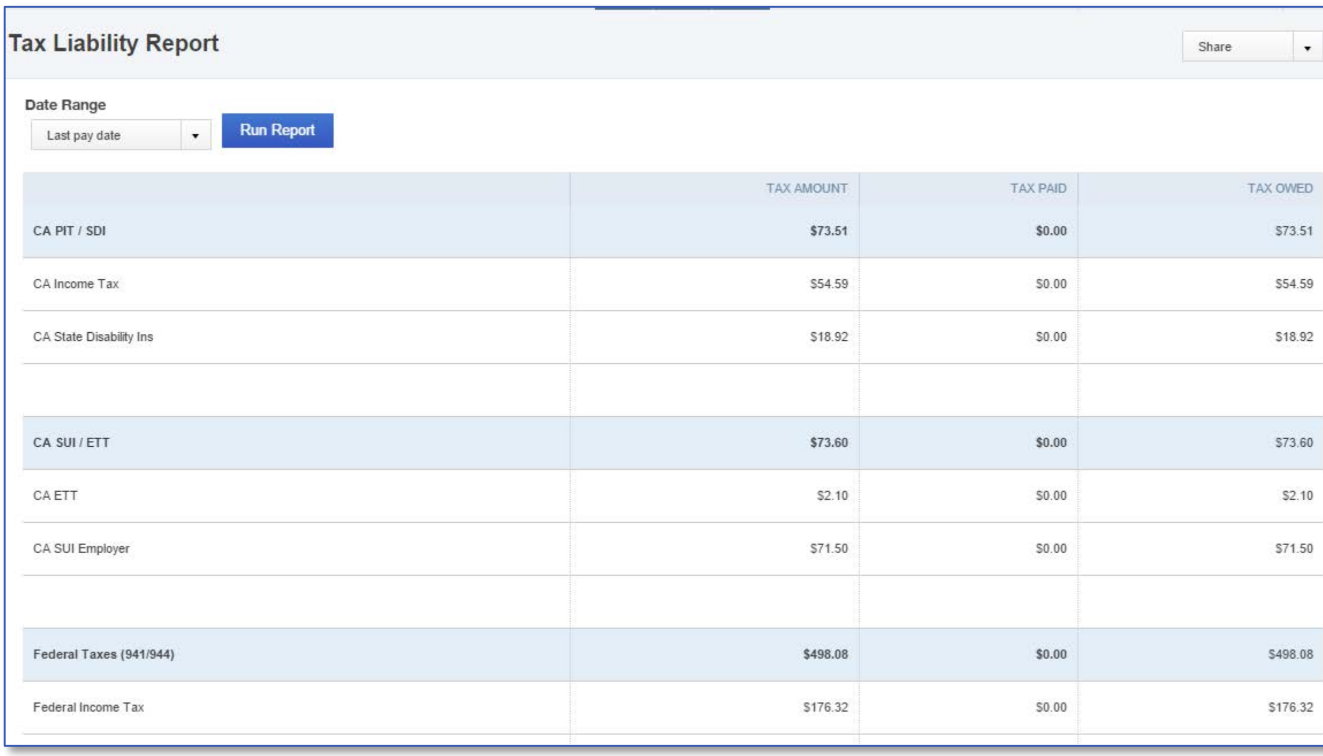
Run Report

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS	TAXES WITHHELD	TOTAL DEDUCTIONS	TOTAL PAY	EMPLOYER TAXES	EMPLOYER CONTRIBUTIONS	TOTAL COST	CHECK NUM
12/04/2015	Catillo, Eloisa	$442.73	40.00	$71.12	$255.38	$769.23	$90.38	$0.00	$859.61	DD
12/04/2015	Lucchini, Bill	$638.88	40.00	$324.20	$190.77	$1,153.85	$135.57	$0.00	$1,289.42	DD
12/04/2015	Steblay, Kari	$95.61	10.00	$15.39	$69.00	$180.00	$21.15	$0.00	$201.15	
	Totals	**$1,177.22**	**90.00**	**$410.71**	**$515.15**	**$2,103.08**	**$247.10**	**$0.00**	**$2,350.18**	

Step by Step: View the Tax Liability Report in QuickBooks Online Payroll

1. Open QuickBooks Online test drive file.
2. Navigate to the left **Navigation** bar → **Reports**.
3. Click **All Reports**.
4. Click the blue **Manage Payroll** group hyperlink.
5. Click the blue **Payroll Tax Liability** hyperlink.

   Notice that the tax liability report shows the payroll taxes that have been paid and amounts still due.



Tax Liability Report

Share

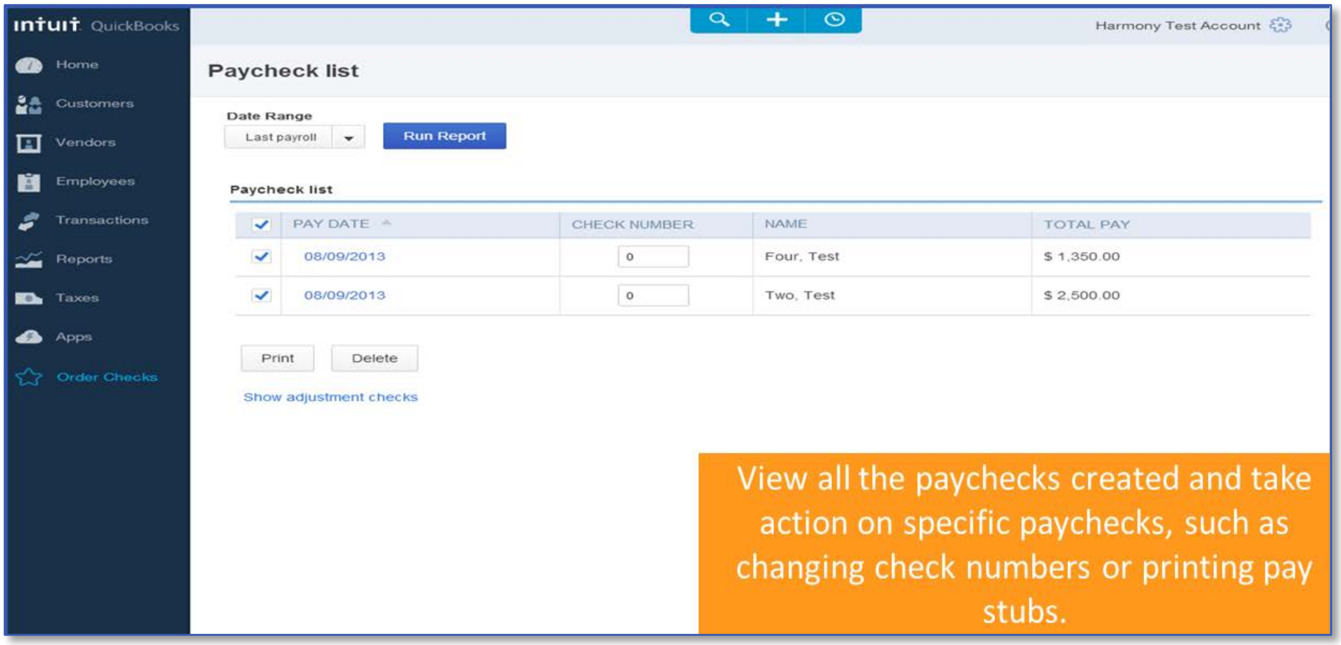
Date Range

Last pay date

Run Report

	TAX AMOUNT	TAX PAID	TAX OWED
CA PIT / SDI	**$73.51**	**$0.00**	$73.51
CA Income Tax	$54.59	$0.00	$54.59
CA State Disability Ins	$18.92	$0.00	$18.92
CA SUI / ETT	**$73.60**	**$0.00**	$73.60
CA ETT	$2.10	$0.00	$2.10
CA SUI Employer	$71.50	$0.00	$71.50
Federal Taxes (941/944)	**$498.08**	**$0.00**	$498.08
Federal Income Tax	$176.32	$0.00	$176.32

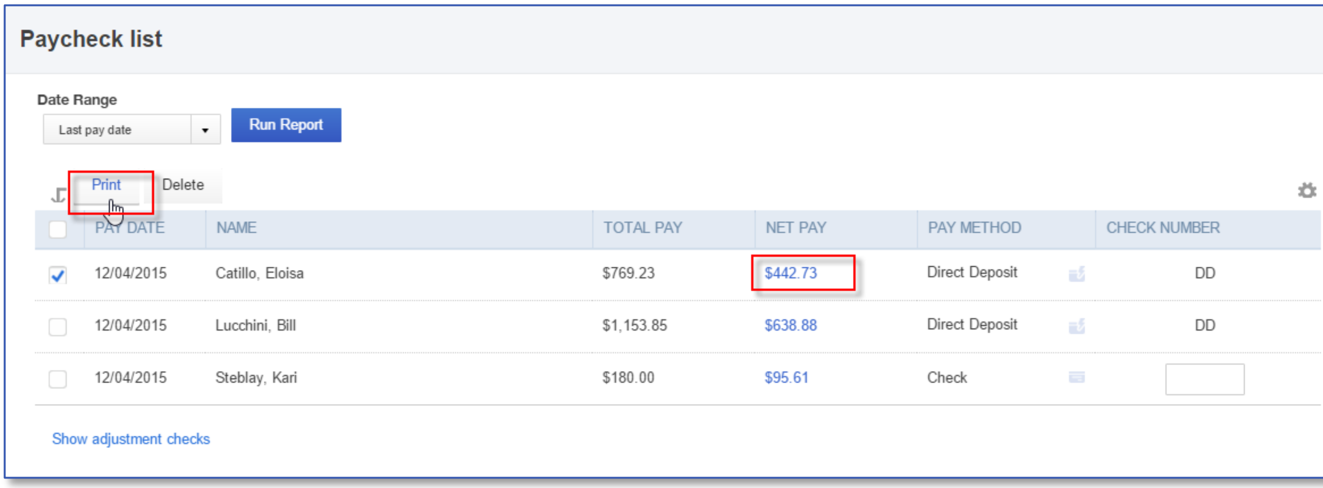
Step by Step: View the Paycheck List Report in QuickBooks Online Payroll



1. Open the QuickBooks Online test drive file.
2. Navigate to the left **Navigation** bar → **Reports**.
3. Click **All Reports**.
4. Click the blue **Manage Payroll** group hyperlink.

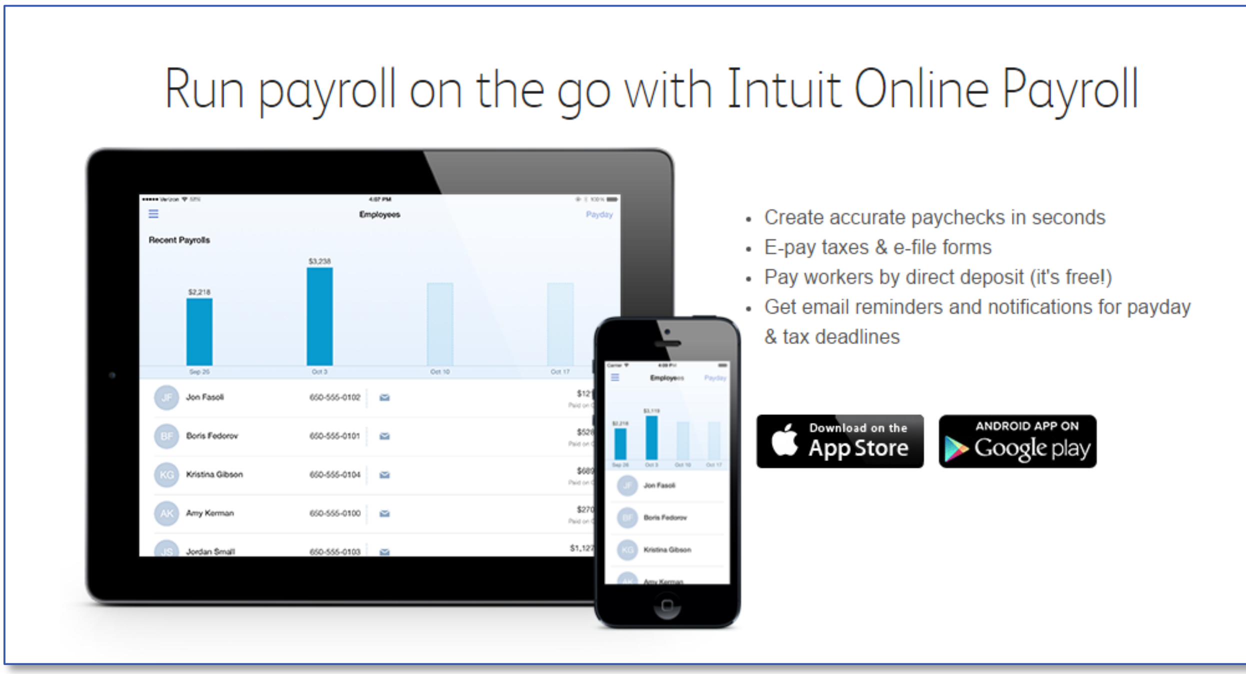
5. Click the blue **Paycheck List** hyperlink.

   Notice that 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 on the blue **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).



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



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

Recognize the Benefits of Intuit Approved Add-Ons

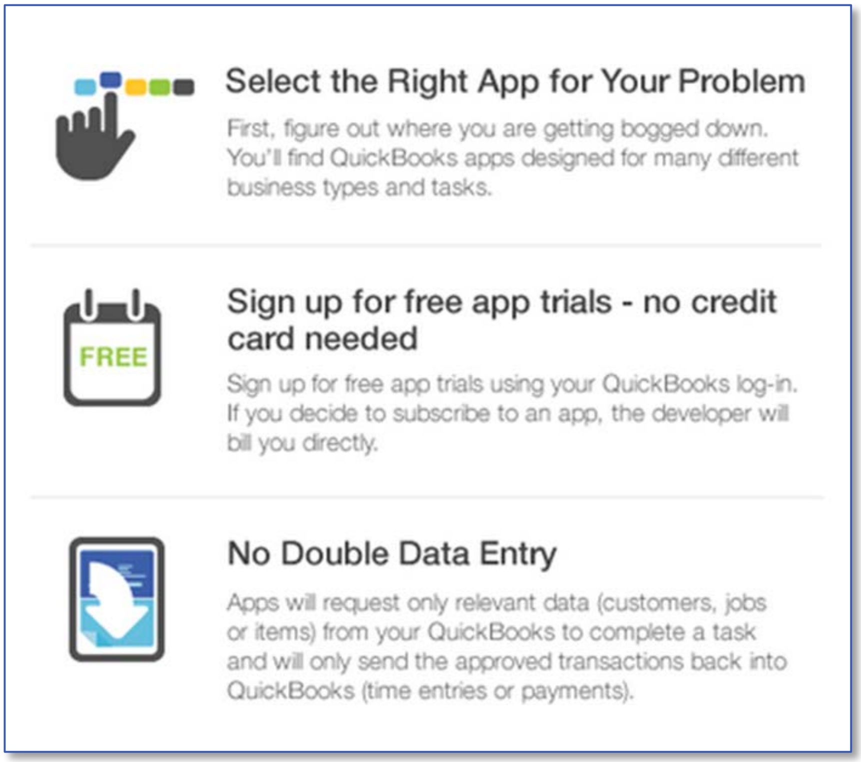
While QuickBooks Online focuses on tackling core accounting tasks, there are many other related business management tasks addressed for small businesses by other apps that integrate with QuickBooks Online. The cloud offers an unparalleled opportunity to connect to these applications so that data is shared. 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 (IPP). 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' 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 that apps use and protect data properly. Also, the app's connection to QuickBooks Online and can be turned off or on as needed

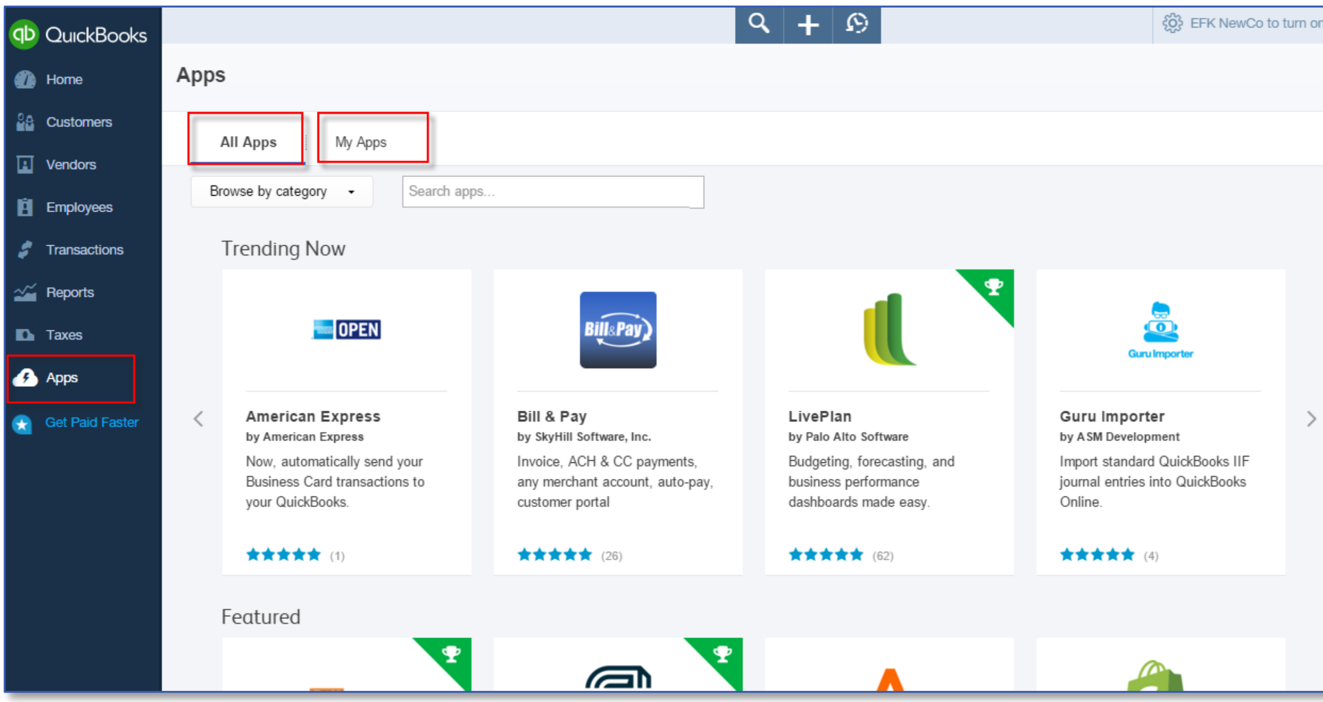


IDENTIFY THE STEPS TO FIND, PURCHASE AND ACCESS QUICKBOOKS ONLINE ADD-ONS

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

1. Open up your QuickBooks Online account; this will not work in the test drive file.
2. From the left Navigation bar → Apps.

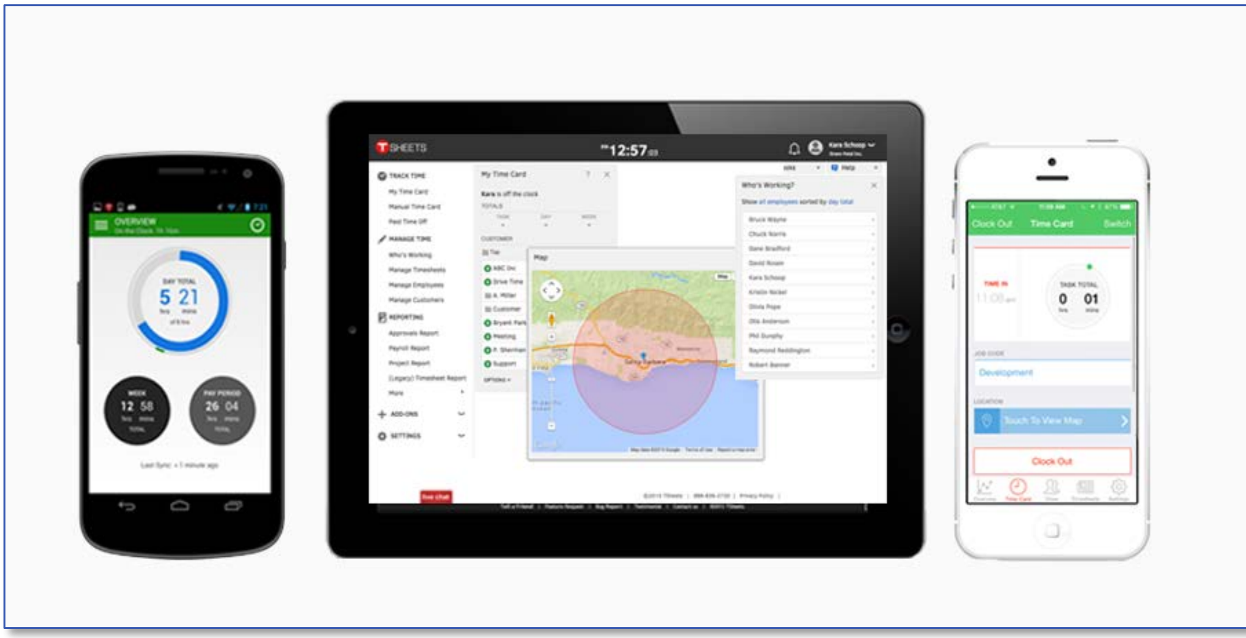
   Notice that the most popular apps are listed. You can search by name or browse by category.



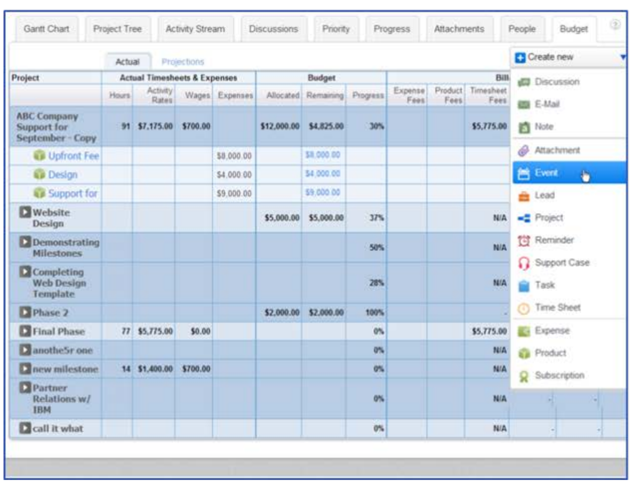
3. Click on any app to view more information.
4. Access the app store from any live account to Try it Free.
5. The Intuit App Center may also be accessed by going to http://apps.intuit.com.

Features of Some Apps

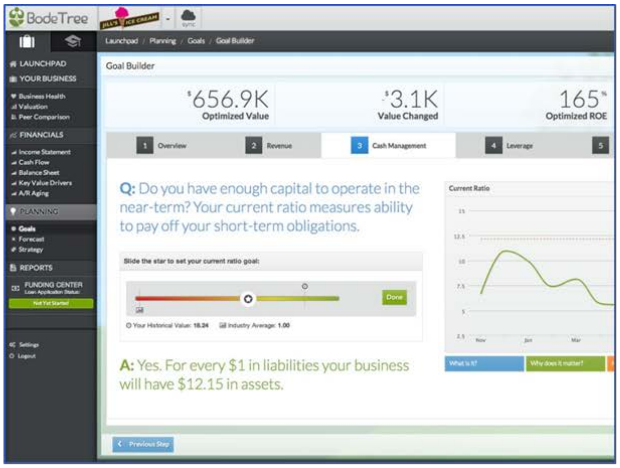
- **TSheets.com Time Tracker** – Use this App to track employee time for payroll and job costing. This App includes tools to comply with DOL and DCAA regulations.

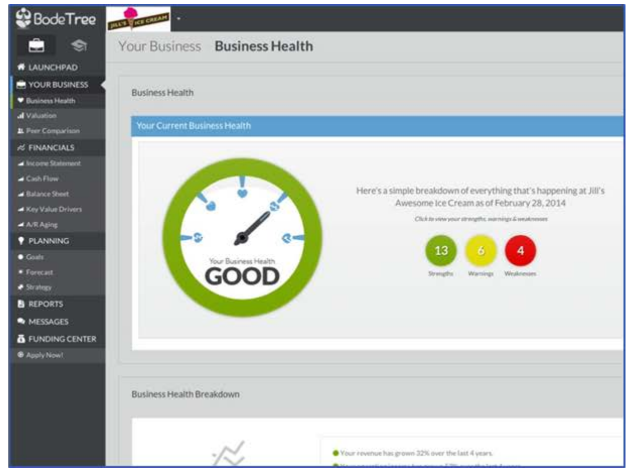


- **WorkETC** – This is an all-in-one social CRM, projects, quotes and billing platform to keep everyone on the same page and always up to date



- BodeTree – This app includes tools for determining a company's worth, a funding center to connect with partners, as well as an interactive goal Builder





Course Conclusion

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

By completing this module, your client should understand:

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