Cool new features in QuickBooks Online and ProConnect Online
About today’s speakers

Member: Intuit Trainer/Writer Network

Trainer: Weekly live classes and webinars on QuickBooks, Excel, and business productivity software

Author of:
New Book! ”Specialty Retail: Gas Stations and Convenience Stores”
“Master QuickBooks Online: From Setup to Tax Time”
The Mentorship Membership™ Program

Alicia Katz Pollock
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About today’s speakers

**Member:** Intuit Trainer/Writer Network

**Founder:**
Satterley Training & Consulting
The QuickBooks ‘Appy Hour with Liz & Heather
Backoffice Ally

**BS Accounting / MS Innovation**

**Enrolled Agent**

Heather D Satterley
Satterley Training and Consulting
Are you so busy taking care of your clients that you haven’t taken the time to explore QuickBooks Online and ProConnect Online’s new tools?

Let’s take a look at all those new little buttons and big feature enhancements that make each a pleasure to use.

These new tools will help streamline your workflow and capture back time you didn’t know you had!
Agenda

QuickBooks Online
Keyboard Shortcuts
QuickBooks Payments enhancements
The Projects Center and Labor Costing
Price Rules
Receipt Capture
Mileage Tracker
The Overview Tab
My Accountant: Document Sharing & Requests
The new Reclassify experience
1099 Contractor Tools

ProConnect Tax Online
Enhanced Navigation and Review
Organizer Templates
Business Collaboration
Data Apply
Prep for Taxes
Integrations
Hot Tips:
Keyboard Shortcuts
Keyboard shortcuts

Tab & Shift-Tab

Every number field is a calculator!

DATE SHORTCUTS!

<table>
<thead>
<tr>
<th>Tomorrow, next day</th>
<th>+ (plus)</th>
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</thead>
<tbody>
<tr>
<td>Yesterday, previous day</td>
<td>- (minus)</td>
</tr>
<tr>
<td>First day of the YEAR (1/1)</td>
<td>Y</td>
</tr>
<tr>
<td>Last day of the YEAR (12/31)</td>
<td>R</td>
</tr>
</tbody>
</table>

TODAY

| First day of the MONTH (1st) | M         |
| Last day of the MONTH (28th, 30th, 31st) | H         |
| First day of the WEEK (last Sun) | W         |
| Last day of the WEEK (next Sat) | K         |
Hot Tips: QuickBooks Payments
QuickBooks Payments: New Deposits Tab

Sales > Deposits

Track Deposit Status (date deposited, or date expected)

Expand to see transactions that make up the total

View merchant service fees
QuickBooks Payments: Payments Settings

Gear > Account and Settings > Payments

View Deposit speed

Change bank accounts

View Statements (!!!!)

Edit Chart of Account mappings
QuickBooks Payments: Statement HOT TIP!

Aggregate fee % is at the bottom of the monthly statement

Includes credit card and ACH transactions, AND the .25/transaction fee

Use to compare apples-to-apples rates with PayPal, Square, and Stripe
Cool Features:
The Project Center
Projects Center: What is it?

Projects instead of Sub-customers and Classes

Track Income and Expenses in one place

Job Costing reports

Labor Costing with timesheets or TSheets
Projects Center: Transactions List

All on ONE list:
Estimates
Invoices
Payments
Sales Receipts
Bills
Expenses
Delayed Charges
Unbilled Time & Expenses
Projects Center: Time Activity and Labor Costing

Set up **fully burdened Hourly Labor Rate**, including Wages, Taxes, WC, and Overhead

Use Single or Weekly Timesheets to populate

Syncs with Tsheets and QuickBooks (QB) Payroll

Group by Employee or by Service on Reports
Projects Center: Project Reports

P&L by Job
Time Cost by Employee or Vendor
Unbilled Time and Expenses
Cool Features:
Price Rules
Price rules: What are they?

% or $ decrease (or increase!)

Price options appear based on:
• Customer type
• Product category
• Individual customers and/or products
• Time period
Price rules: Creating rules

```
Edit a price rule

Rule name
Wholesale

Start date
01/01/2017

End date
12/31/2018

Select customers
Select individually

Select products or services
All non-inventory

Set sales price or rate by
Percentage

Percentage
Decrease by
25%

Rounding
No rounding

Products and services [4]

<table>
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<th>PRODUCT</th>
<th>SKU</th>
<th>DESCRIPTION</th>
<th>COST</th>
<th>SALES PRICE</th>
<th>ADJUSTED PRICE</th>
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<td>Event at PSU</td>
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<td>1000.00</td>
<td>750.00</td>
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<td>Wristbands - Orange</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
```
Cool Features:
Receipt Capture
Receipt Capture: What is it?

Attach receipts to transactions
Create new transaction or match existing expenses
Can be sent by all users
Receipt Capture: Adding Receipts

Email receipts to receipts@quickbooks.com

Drag-and-drop pdf & jpgs

Snap photos in the smartphone app
Receipt Capture: Set up

Banking > Receipts

Click “Register Your Email”
Receipt Capture: Categorizing receipts

Add or verify:
Payee
Bank Account
Date
Category
Description
Amount
Memo
Customer
Billable to Customer
Receipt Capture: Matching

Shows as a Match in the Banking Feed

If already in the register, it’ll Match in Receipt Capture and add the image to the existing expense
Cool Features:

Mileage Tracker
Mileage Tracker: In Mobile App

Set up involves turning on
Location tracking
Motion & Fitness activity
Background App Refresh
Cellular Data

Swipe left for Business
Swipe right for Personal
Mileage Tracker: In QuickBooks Online

Classify trips imported from cell phone
Add trips manually
Only Master Admin can use it
Export to Excel
Cool Features:
Overview Tab
The Overview Tab

Found in:
• QuickBooks Online Advanced (QBOA) view of client file
• QBOA, all users

Monitor the health of a file
Plan how much time to allot to cleanup
Analyze for scope
The Overview Tab: Company

QuickBooks Online (QBO) level
Payroll Subscription
Sales Tax Status
Apps attached
• Will they save you time?
• Will they increase your scope?
The Overview Tab: Banking Activity

Current Bank balance
In QuickBooks balance
# Unaccepted in Banking
# Unreconciled in Register

Date of last Reconciliation
If many are unreconciled…
  • Do they have high volume?
  • Or did they “Reconcile” without deleting duplicate transactions??
The Overview Tab: Common Issues

**Undeposited Funds:**
Are they current or old?

**Uncategorized Asset:**
Miscategorized refunds or transfers

**Uncategorized Income:**
Bank Feed, deposit errors

**Uncategorized Expense:**
Bank Feed, added without details

**Opening Balance Equity:** Should be $0

**Negative asset and liability accounts:**
Verify debits and credits
The Overview Tab: Transaction Volume

Get a sense of the workload.
Do they have high volume?

View 30, 60, 90, 365 days
Some periods are busier than others

View number of transactions
Bank Transactions
Invoices
Bills
Bill Payments

<table>
<thead>
<tr>
<th></th>
<th>Bank transactions</th>
<th>Invoices</th>
<th>Bills</th>
<th>Bill payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last 30 days</td>
<td>49</td>
<td>4</td>
<td>21</td>
<td>17</td>
</tr>
</tbody>
</table>
Cool Features:
Work & My Accountant
My Accountant: Document sharing

Share Documents with clients
- In QBOA: Clients > [Choose Client] > Shared Documents
- In QBO: My Accountant > Shared Documents

Upload pdfs & jpegs

Batch Download & Delete
My Accountant: Client requests

In QBOA: You ask the question

In QBO: They answer
Cool Features:
Reclassify
The new Reclassify Transactions experience

What’s fixed:
More Attractive
Dates stick
Boxes line up

New filters – Type, Class (including NONE), Customer, Vendor

HOT TIP: Report Tools to set date range
Cool Features:

1099 Contractor Tools
**1099 Tools: Setting up subcontractors**

Add new potential 1099 Subcontractors through Workers > Contractors

QBO sends them an invitation to create their W-9 using QuickBooks Self-Employed

- They can turn this into a QBSE subscription

You receive their company address & EIN or SSN
1099 Tools: Paying subcontractors

Use the Contractors Center to write Checks, create Expenses, or create Bills.

This filters the Vendors for 1099 eligibility by payment method.

If you use QuickBooks Payroll, you can even pay them for $2/mo.
1099 Tools: Sending 1099s

Use the 1099 Wizard to send 1099s in-product
• $15.99 for 3, $5 each after
• You specify Categories in Box 7
• Filters for >$600
• Filters for payment method
• Sends 1099s electronically to the QBSE portal they created.
• Mails paper copies
• Submits to the IRS for you.
ProConnect Tax Online

Now that we’ve seen what’s hot and cool in QuickBooks Online, let’s see how it affects your tax prep!
Cool new features in ProConnect Tax Online
The evolution of ProConnect Tax Online
ProConnect Tax Online is the #1 Web Based Pro Tax Product
ProConnect Tax Online

16,000+ Firms & Growing

Highest User Satisfaction to Date
ProConnect Tax Online

100% Online Tax Solution

Always up to date without downloads or installation

No infrastructure costs or maintenance
ProConnect Tax Online

Flexible to you and your needs

Unlimited number of users
Mac or PC Computers
iOS, Android or Windows devices
QBOA Integration
Chat and phone support
Supports 5600 forms... and counting.

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>990</td>
<td>Organization Exempt from Income Tax</td>
</tr>
<tr>
<td>1120</td>
<td>Corporation Income Tax Return</td>
</tr>
<tr>
<td>1040</td>
<td>Individual Income Tax Return</td>
</tr>
<tr>
<td>1041</td>
<td>Individual Tax Return for Estates &amp; Trusts</td>
</tr>
<tr>
<td>1120s</td>
<td>S Corporation Income Tax Return</td>
</tr>
<tr>
<td>1065</td>
<td>Return of Partnership Income</td>
</tr>
<tr>
<td>709</td>
<td>Gift Tax Return</td>
</tr>
</tbody>
</table>
Vision
Our Vision

Complete any return confidently within minutes
How to achieve this vision

FROM

• Accountants spend 65% of their time on data collection and data entry

• Not all firms work the same

• Many disparate tools needed to manage firm, work, and client

TO

• Automate tax workflow

• Provide customization using advanced technology

• Integrated tools to connect you to your work and clients
Hot New Features
Customization and personalization
Customization available to help give you control and flexibility

Access control
Control who has access to firm information as well as specific clients.
Access control is across QBOA and PTO.

Organizer templates
Create as many custom organizer templates as you’d like. We also provide quick start templates for individual, s-corp and partnership.

Business collaboration
Collaborate with your business clients through Link in TY19.

Link’s all new organizer templates and collaboration capabilities will provide you and your clients frictionless collaboration with significant time savings.
Access controls

Firm-level controls

Client-level controls

Coming soon!

eFile controls
“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”
“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”
Business organizer templates

“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”
Business collaboration

Data apply

Auto categorization

We have the capability to import 7 different source docs to a tax return.

Last season the overall accuracy of the applied documents was >96%

Review client activity & track your progress

View client activity feed within Link and tag your review activity with statuses.

Enhanced navigation & review

Simplified navigation to your desired inputs

We are working to automate data collection and input...while providing tools for quick review
Data apply

Step 1
Receive documents:
Uncategorized documents will be automatically categorized with AI/ML

Step 2
Review documents:
You can view the documents at the dashboard or in the context of the tax return

Step 3
Apply documents
Successfully extracted documents may be applied using the import feature
Data apply
Review client activity and track your progress
Review client activity and track your progress
Enhanced Navigation and Review
How is it enhanced?

Shortened Table of Contents

1. Removed duplicate items
2. Removed sections of screens

Grouped Related Items

1. Grouped related screens in the Table of Contents
2. Grouped related sections of longer screens into jobs
1. Removed duplicate screens
2. Removed sections of screens
3. Grouped related screens in the Table of Contents
4. Grouped related sections of screens into Jobs
Integrations
**Integrations**

**DocuSign (Coming Soon!)**
Integration with DocuSign to support your need to sign any document, anytime and anywhere.

**QBOA Prep for Tax**
Quickly move year end balances directly into the tax return...with just a few clicks.

**Karbon (Coming Soon!)**
Bringing together where you work with where you manage your work.

Enhance capabilities by orchestrating integrations to eliminate manual non-value add work

“**This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.**”
DocuSign integration (Coming Soon!)

New eSignature dashboard

Upload ANY document for eSignature

Can have clients eSign in office using “in-person workflow”

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“This information is intended to outline our general product direction but represents no obligation and should not be relied on in making a purchase decision.”
Prep for Taxes in QuickBooks Online Accountant
Prep for Taxes

1. Set the tax basis without affecting the settings in QuickBooks

2. Accounts are now organized by Balance Sheet and Profit & Loss reports

3. Collapse and Expand account hierarchy

4. Make adjustments and add notes or attachments
Prep for Taxes review process
Changes are accepted!
Map Accounts to ProConnect Tax Online

1. Select the tax return type
2. Assign unmapped accounts to tax lines
3. Review existing mapping
4. Export mapping to Excel or print
Create the tax return
Tax return is ready for review!
Karbon
Questions?
Stay in Touch!

Alicia Katz Pollock


Mentorship Program, Video Library, Live classes at Royalwise.com

Heather Satterley

www.satterleyconsulting.com

Schedule an appointment at https://satterleyconsulting.as.me/

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