

Computer Training and Support



royalwise.com • 503-406-6550 • Alicia and Jamie Pollock

QBOA Tips and Tricks

I'm the kind of person
who loves efficiency.

I hate doing anything twice!

I've found a number of features
in QBO and QBOA
that I find easier to use than QBDT.



QBOA Tips and Tricks

Many of the concerns accountants have
about using QBOA stem from
a lack of training.

There are obscure tools,
and new features are released monthly.



We Will Look At:

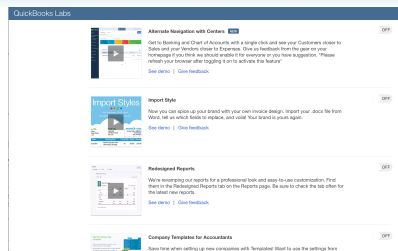
- QuickBooks Labs
- Reusing COAs for new clients
- The Audit Trail
- Undoing Reconciliations
- Batch deleting Unbilled Expenses
- Bank Feed Rules
- Backing up & Exporting QBO
- Using QBO as a QBDT Conversion conduit
- Keyboard Shortcuts
- Multiple windows
- Browser tricks
- Reconciliation tips
- The Mac & PC apps



QuickBooks Labs

Experimental features
that (usually) make
life better.

- Alternative Navigation Views
- Company Templates
- Import Word Invoices



Under the Gear!



Company Templates for Accountants

- Have a COA from one client you'd like to use with another? You can do that!
- Includes Company Settings, and Products & Services if you wish.

1. Turn on the feature in the file that has the source data
2. Share the structure, either just to yourself, or publicly.
3. Switch to the new file. Turn on the feature. Go to the COA.
4. Click the "Tip" at the top of the COA. Preview the template you want to use.
5. Edit or delete the lists for the new company.
6. Click Apply!



The Audit Trail

QBO's Audit Trail is on by default. See who made a change, and when. Compare the before-and-after!

Audit History

Compare view

Invoice No. 9758 ID: 11817

Show changes only

History of this transaction: Invoice No. 9758 ID: 11817

- May 27, 9:48 am PDT: Edited by Alicia Pollock
- May 17, 1:15 pm PDT: Indirect edit by Alicia Pollock
- May 17, 1:15 pm PDT: Added by Alicia Pollock

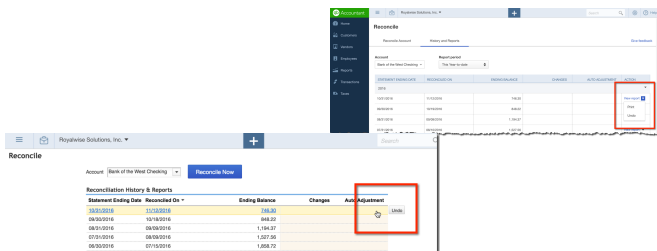
Line NO. 1			
CUSTOMER	Seth Goldberg		Seth Goldberg
VENDOR			
EMPLOYEE			
SERVICE DATE			05/15/2016
PRODUCT/SERVICE	unknown_bill_not_billable		Unknown Customer (QBO) (QBO)
DESCRIPTION	Intro to QBO - Watch Later - 2016-05-16		Intro to QBO (Customer) (Customer)
QTY	1		1
RATE	1.00		1.00
CLASS	Charge		Charge
TAXABLE	No		No
DEPOSITED	Not deposited		Not deposited
DEPOSIT ID			
CLR			



Undoing Reconciliations

Yes! You CAN undo reconciliations! But you have to be in QBOA to do it.

The normal user accounts do not have this ability.



How to Unmark Billable Expenses

If you've ever imported a QBDT file into QBO, you may have hundreds of expenses marked Billable that are now glaringly obvious.

This tool is NOT in the navigation!

<https://qbo.intuit.com/app/managebillableexpense>



Bank Feed Rules

In QBDT, you can only use the Description to rename the Payee or set the Account.

In QBO you can use the Description, Amount, or Bank Text to set:

- Transaction Type
- Payee
- Account Category
- Class
- Memo

MORE POWERFUL THAN QBDT!

Rule

Rule name	For	In
Uber	Money out	All bank accounts

When a transaction meets all of these conditions

Description	Contains	Uber.com
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Add line

Set one or more of the following

Transaction type	Expense	
Payee	Category	Class
Uber	Travel	iPad Demos

Split

Memo



Backing up QBO

It's just a rumor that you can't back up QBO.
You can export a DT copy any time
(I recommend this right after taxes).

Use Internet Explorer!

Gear > Export Data



Using QBO to Convert QBES files

Have you ever needed to convert QB Enterprise to Pro or Premier?

For simple files, you can import it into QBO and then Export it back out!

- 1) Create a sample QBO file
- 2) Follow the steps in this article.

There's no menu option in QBES but there is a back door!

<http://royalwise.com/?p=9793>



Keyboard Shortcuts

- Date tricks (T, M, H, W, K, Y, R, +, -)
- Every amount field is a mini calculator
- Option or Alt - / opens Keyboard Shortcuts list



Multiple Windows

- Right-click to open a menu item in a new Tab.
- Save a set of Tabs in a Chrome QBO user account



Browser Tricks

- Use the Tab key to move from field to field instead of clicking ("TAB IS YOUR FRIEND")
- Use your Browser's Find (Ctrl-F or Cmd-F) to search for something on a long page of data. This is great during reconciliations or in long reports.



Reconciliation Tips

When reconciling a bank account,
try sorting by dollar amount to find transactions.

Use Ctrl-F to Find what you're looking for
without scrolling around, ever!

Reconcile - PayPal Bank

For statement ending on: 05/31/2018

[Hide transactions after the statements end date](#)

Checks and Payments					Deposits and Other Credits				
Date	Type	Num	Name	Amount	Date	Type	Num	Name	Amount
05/14/2018	Expense	47055	PayPal	0.85	07/02/2018	Same Re.	25583	Even Ball (deleted 1)	4.25
04/07/2018	Expense	47155	PayPal	1.14	06/02/2018	Same Re.	17322	Even Ball (deleted)	7.00
05/01/2018	Expense	46347	PayPal	1.43	06/03/2018	Same Re.	7547	Even Ball (deleted 2)	11.78
05/05/2018	Expense	46176	PayPal	1.43	05/04/2018	Same Re.	58811	Even Ball (deleted 2)	18.85
05/05/2018	Expense	64677	PayPal	1.43	05/14/2018	Same Re.	47025	Even Ball (deleted)	13.80
04/05/2018	Expense	52658	PayPal	2.56	06/15/2018	Same Re.	50545	Even Ball (deleted)	20.24
05/05/2018	Expense	61036	PayPal	3.17	05/04/2018	Same Re.	50552	Even Ball (deleted)	20.00
05/15/2018	Expense	18852	cashonhand@gmail.com	3.50	07/02/2018	Same Re.	27454	Even Ball (deleted)	20.79
05/05/2018	Expense	62455	payment@usps.com	13.95	04/07/2018	Same Re.	77155	Even Ball (deleted)	20.00
07/17/2018	Expense	61765	ebay@ebay.com	20.00	05/01/2018	Same Re.	61347	Even Ball (deleted)	20.00
04/05/2018	Expense	64577	accounting@chocobooks.com	24.00	05/05/2018	Same Re.	46176	Even Ball (deleted)	20.00
05/05/2018	Expense	75581	accounting@chocobooks.com	24.00	05/05/2018	Same Re.	46177	Even Ball (deleted)	20.00
05/05/2018	Expense	62455	accounting@chocobooks.com	24.00	04/05/2018	Same Re.	52658	Even Ball (deleted)	20.00
07/05/2018	Expense	87168	accounting@chocobooks.com	24.00	05/15/2018	Same Re.	50527	Even Ball (deleted)	20.00
05/05/2018	Expense	59587	accounting@chocobooks.com	24.00	04/05/2018	Same Re.	52658	Even Ball (deleted)	20.00
01/15/2018	Check	1275	Shipment IT	110.00	01/15/2018	Check			70.00
01/15/2018	Expense		Payment Connection	180.00	05/02/2018	Same Re.	50526	Even Ball (deleted)	20.00
04/15/2018	Expense	64106	cashonhand@gmail.com	200.00					
01/15/2018	Transfer			1,000.00					



PC and Mac Apps

If your internet
connection is
slow, try the
native QBO
computer apps.

They add:

- Favorites
- Multiple Windows
- Menus



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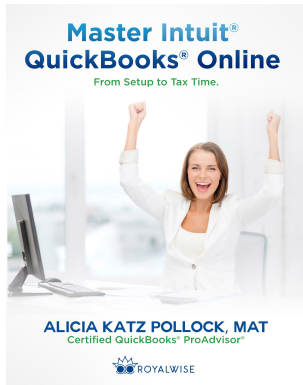
Alicia is here
to help!



Here's how:



QuickBooks Online Book



1) Alicia wrote a
book about QBO
for business
OWNERS

<http://www.amazon.com/Master-Intuit-QuickBooks-Online-Setup/dp/0989399249?ie=UTF8>



QuickBooks Online Video Training Course

2) We have a 9+ hour QBO
video training course. All the
basics in bite-size chunks.
When you're stuck, look it up!

http://royalwise.com/product/quickbooks_online_video_course/



QuickBooks Classes

3) Live Classes and Webinars
for your clients

(we record them all so people can
review them again later)

<http://royalwise.com/upcoming-classes/>



QuickBooks Class Recordings

4) Recordings of past QBO classes, with deep dives

<http://royalwise.com/product-category/by-topic/quickbooks-training/>



Partner Program

5) If you would like to share these resources with your clients, sign up for our Partner Program and earn 15%

<http://royalwise.com/partner-area/>



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