



QUICKBOOKS ONLINE CLIENT TRAINING

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## Course 5

Expanding Usability

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# Table of Contents

<b>About the Author</b> .....	<b>2</b>
<b>Training at a Glance</b> .....	<b>3</b>
QuickBooks Online Test Drive .....	4
<b>Topic 1: Payments – Activate QuickBooks Payments</b> .....	<b>5</b>
Topic Objectives .....	5
Identify the Functionality of QuickBooks Payments .....	5
Recognize the Features of Online Invoices .....	12
Recognize the Steps to Use the Invoicing Portal.....	13
<b>Topic 2: Payroll</b> .....	<b>23</b>
Topic Objectives .....	23
Identify Intuit’s Payroll Offerings that Integrate with QuickBooks Online.....	23
Identify the Steps to Setup QuickBooks Online Payroll.....	27
Identify the Various Payroll Reports in QuickBooks Online Payroll .....	36
<b>Topic 3: Intuit App Center</b> .....	<b>43</b>
Topic Objectives .....	43
Recognize the Benefits of Intuit Approved Add-Ons.....	43
Identify the Steps to Find, Purchase and Access QuickBooks Online Add-ons .....	45
<b>Course Conclusion</b> .....	<b>50</b>

## About the Author



### **Esther Friedberg Karp, MBA**

**Advanced Certified QuickBooks ProAdvisor**

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.

# Training at a Glance

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

TOPICS	STEP BY STEP WORKFLOWS
<b>1. PAYMENTS – ACTIVATE QUICKBOOKS PAYMENTS</b>	<ul style="list-style-type: none"><li>• Review the list of features available in QuickBooks Payments</li><li>• Identify steps to set up a new QuickBooks Payments account</li><li>• Discover steps to link an existing Intuit merchant account</li><li>• Understand the features of Intuit QuickBooks Payments with Online Invoices</li><li>• Review benefits of the Invoicing Portal</li><li>• Configure Account and Settings for Online Invoices</li><li>• Review the steps to send Online Invoices</li><li>• Explore the Invoicing Portal — from the customer’s perspective</li></ul>
<b>2. PAYROLL</b>	<ul style="list-style-type: none"><li>• Review the list of features available in QuickBooks Online Payroll</li><li>• Review the payroll offerings that integrate with QuickBooks Online</li><li>• Find links to add QuickBooks Online Payroll</li><li>• Add employee to QuickBooks Online Payroll</li><li>• Configure payroll settings for QuickBooks Online Payroll</li><li>• Become familiar with the various Payroll Reports in QuickBooks Online Payroll</li><li>• View the Payroll Summary Report in QuickBooks Online Payroll</li><li>• View the Tax Liability Report in QuickBooks Online Payroll</li><li>• View the Paycheck List Report in QuickBooks Online Payroll</li></ul>
<b>3. INTUIT APP CENTER</b>	<ul style="list-style-type: none"><li>• Find and Explore the QuickBooks Online App Center</li></ul>

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## 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 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 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

## 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 Payment screens) to accept payments, such as by 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 that is 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 — 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 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



- 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

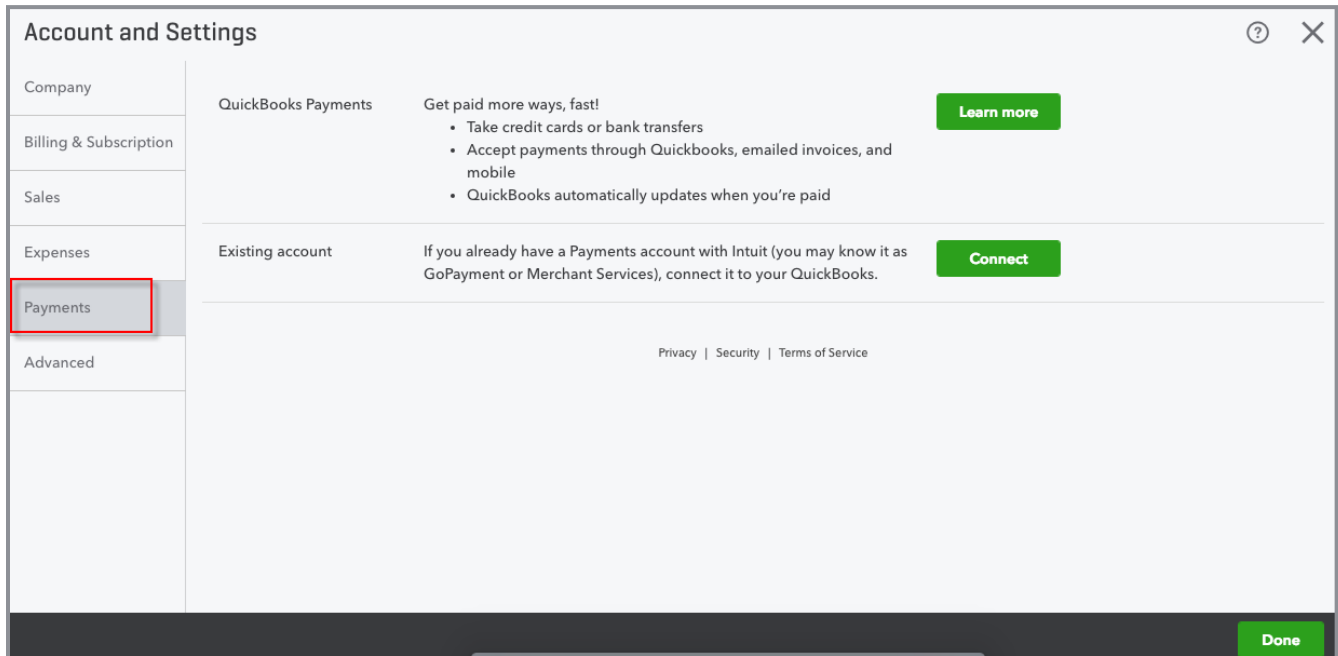
For purposes of this activity, we will search for the permanent settings to turn on QuickBooks Payments.

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

**Live Company Name Here**

Your Company	Lists	Tools	Profile
<b>Account and Settings</b>	All Lists	Import Data	User Profile
Manage Users	Products and Services	Export Data	Feedback
Custom Form Styles	Recurring Transactions	Reconcile	Privacy
Chart of Accounts	Attachments	Budgeting	Sign Out
QuickBooks Labs		Audit Log	
		Order Checks	

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



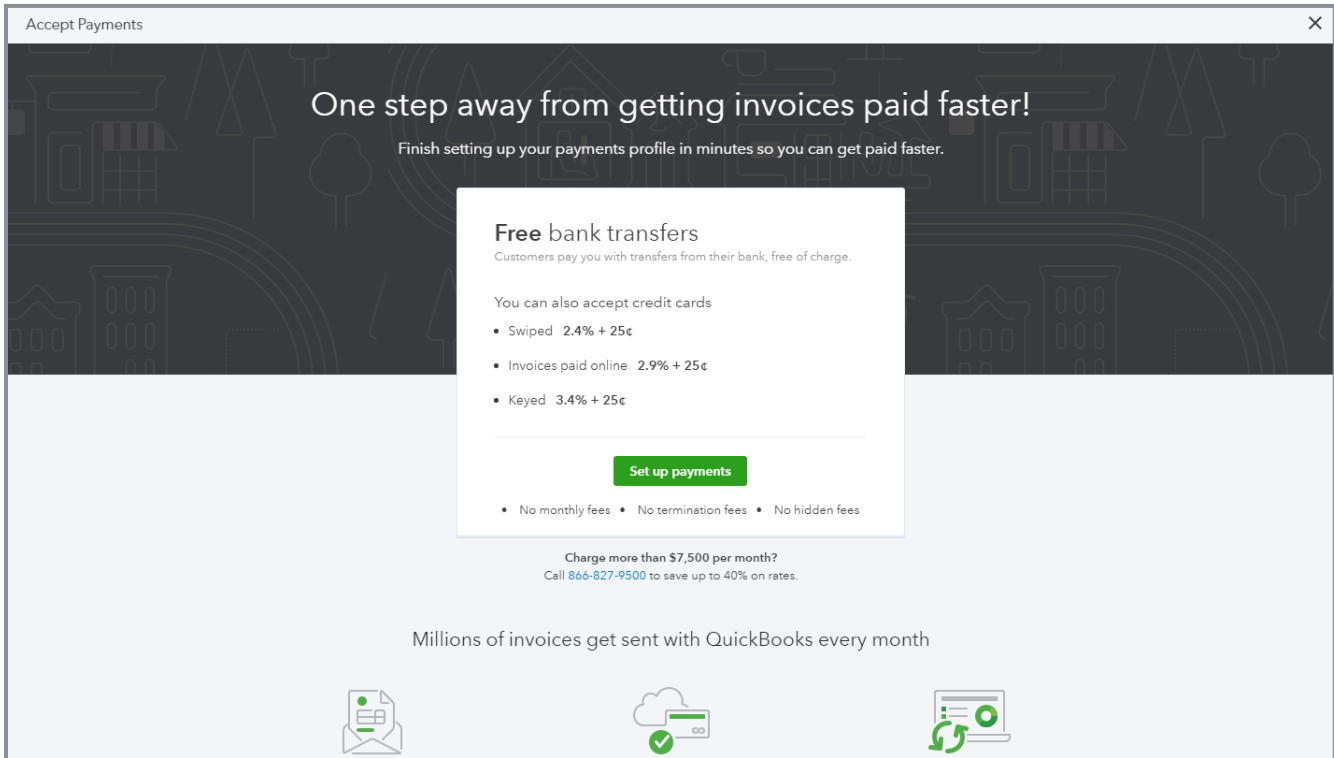
4. For a new account, click **Learn More**.

5. Review the pricing plans available. QuickBooks Payments has two pricing plans, both of which include a free mobile card reader:

- **Monthly fee** – \$20/mo. with lower processing rates (see below)
- **Pay as You Go** – \$0/month with slightly higher processing rates (see below)

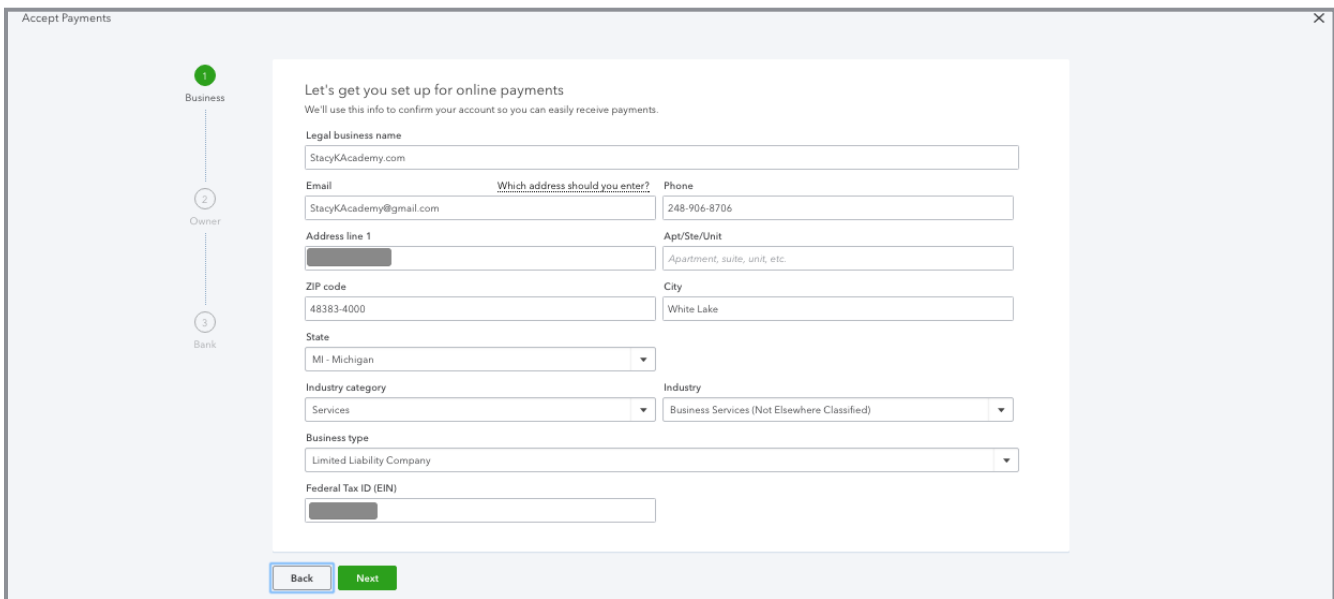
Plan Type	QB Payments Non-Monthly fee plan	QB Payments Monthly fee plan
Monthly Fee	\$0	\$20
Swiped Rate-Credit/Debit Card	2.40%	1.60%
Invoice* * & PayPal* & Apple Pay	2.90%	2.80%
Keyed Rate-Credit/Debit Card	3.40%	3.20%
Per Transaction Fee	\$0.25	\$0.25
Per ACH	\$0	\$0
PIN Debit Rate	n/a	n/a

These rates apply to all Visa, MasterCard, Discover, JCB and American Express credit cards and debit cards and PayPal transactions.



6. Click **Set up payments**.

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.



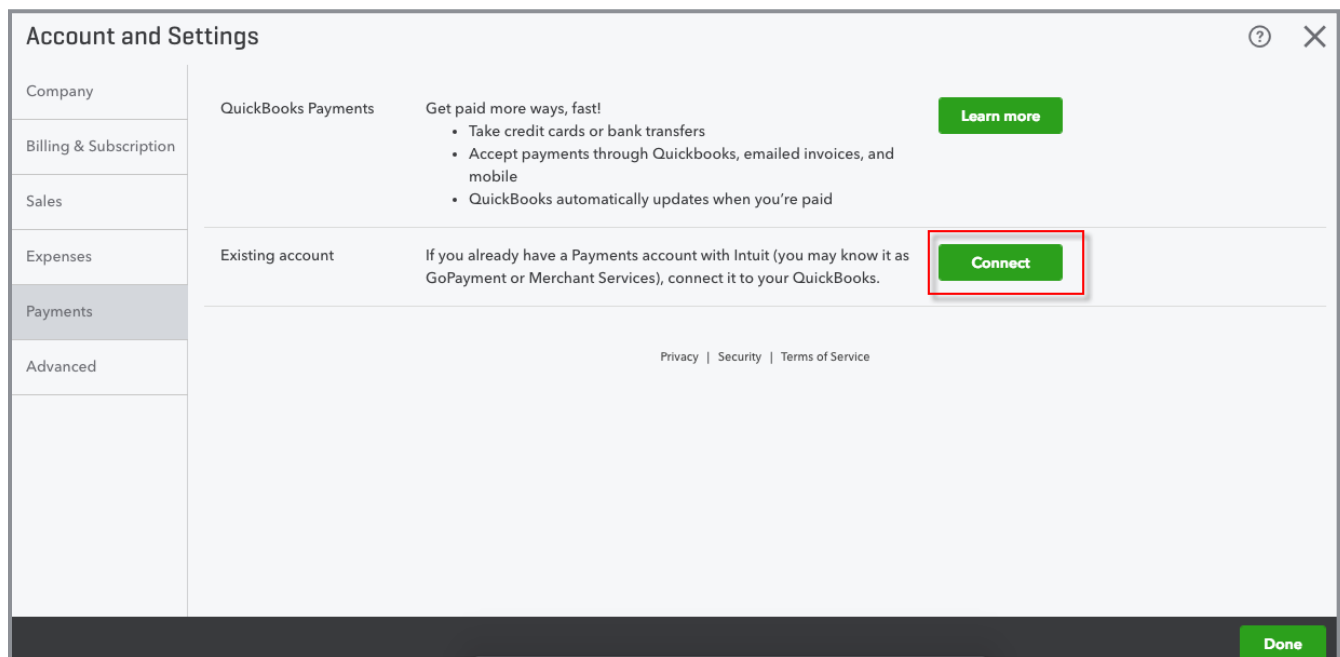




## Step by Step: Discover Steps to Link an Existing Intuit Merchant Account

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 → **Account and Settings**.
3. Click **Payments** in the left navigation bar to jump to this section.
4. In the Existing Account section, 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 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 username and password log in. Based on the payment type selected, the payer enters the payment method information (such as bank or credit card info) 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 and the merchant service fees are recorded as an expense

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## RECOGNIZE THE STEPS TO USE THE INVOICING PORTAL

Let's 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 that 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 setup the proper preferences for Online Invoices in order to complete the next activity.
2. Click on the **gear** icon on the top right → **Account and Settings** → **Sales**.

The screenshot shows the 'Account and Settings' window with the 'Sales' section selected. The 'Online delivery' section is expanded, showing the following settings:

Category	Setting	Status
Company	Show SKU column	Off
	Track quantity and price/rate	On
Billing & Subscription	Track inventory quantity on hand	On
Sales	Messages	Default email message sent with sales forms
Expenses		Default message shown on sales forms
Payments	Reminders	Default email message sent with reminders
Advanced	Online delivery	Email options for sales forms
		<input checked="" type="checkbox"/> Attach sales form as pdf
		<input checked="" type="radio"/> Show sales form summary in email
		<input type="radio"/> Show sales form details in email
		Email options for invoices
		Online invoice (dropdown)
		<input type="checkbox"/> Attach invoice as pdf

Buttons: Cancel, Save

3. Click **Edit** (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 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 → **Invoice**.
3. Ensure that the Online payment checkboxes are checked at the top of the invoice.
4. Enter the invoice details.
5. Click the **Save and send** button in the lower right corner.

Invoice #5113902
⚙️ ? ✕

StacyK Academy

Send later Cc/Bcc

**Payment Options**

✓ Credit card VISA MASTERCARD DISCOVER AMEX

✓ Bank transfer ACH

✓ Bitcoin BTC

BALANCE DUE

# \$1,295.00

**Billing address**

**Terms**  **Invoice date**  **Due date**

**Invoice no.**

**P.O. Number**  **Vendor Code**

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	
1	01/14/2017	Services	Build Your Practice Course	1	1,295.00	1,295.00	🗑️
2							🗑️

**Subtotal** \$1,295.00

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

### Send email ✕

**Email**  
stacy@stacyk.net

**Subject**

**Body**

**Payment Options**

- Credit card VISA MASTERCARD DISCOVER AMEX PayPal
- Bank transfer ACH

**Kilda Services LLC**  
5472 E Alyssa Ct  
White Lake, MI 48383  
(248)906-8706  
info@kildaservices.com  
KildaIServices.com

**Invoice**

**BILL TO**  
StacyKAcademy.com

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
5113902	01/14/2017	\$1,295.00	01/14/2017	Due on receipt	

**P.O. NUMBER**  
2112

**VENDOR CODE**  
cygnus1

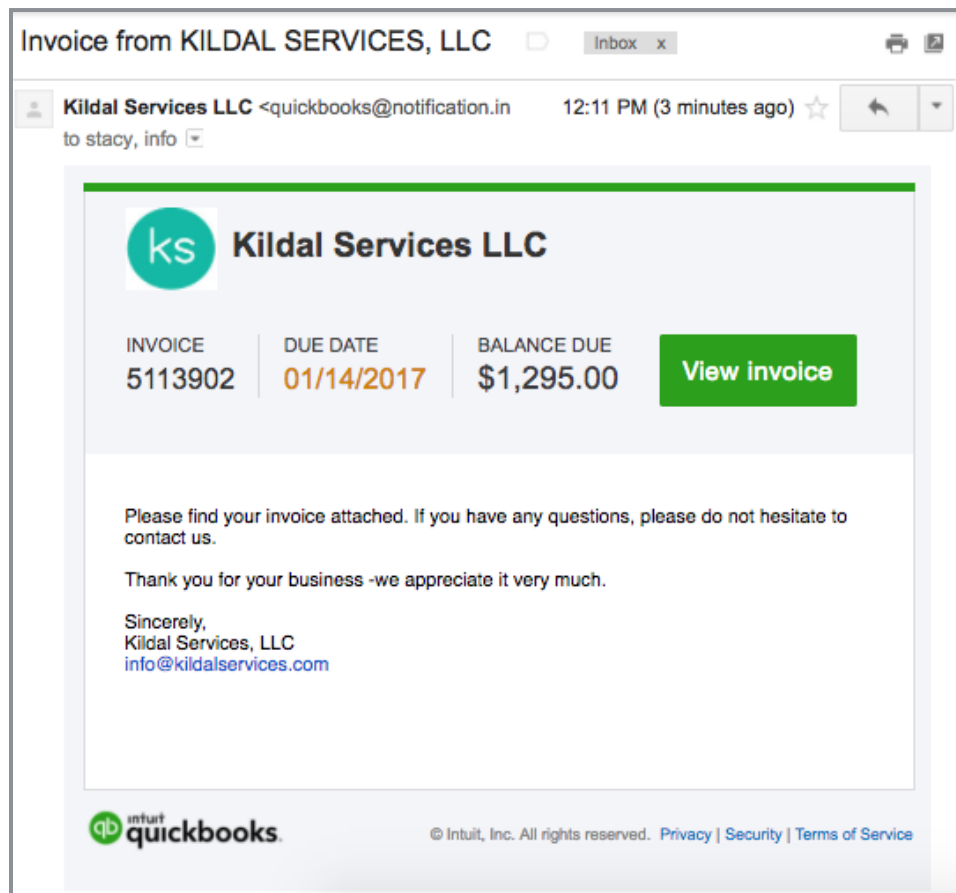
ACTIVITY	QTY	RATE	AMOUNT
Build Your Practice Course	1	1,295.00	1,295.00

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



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

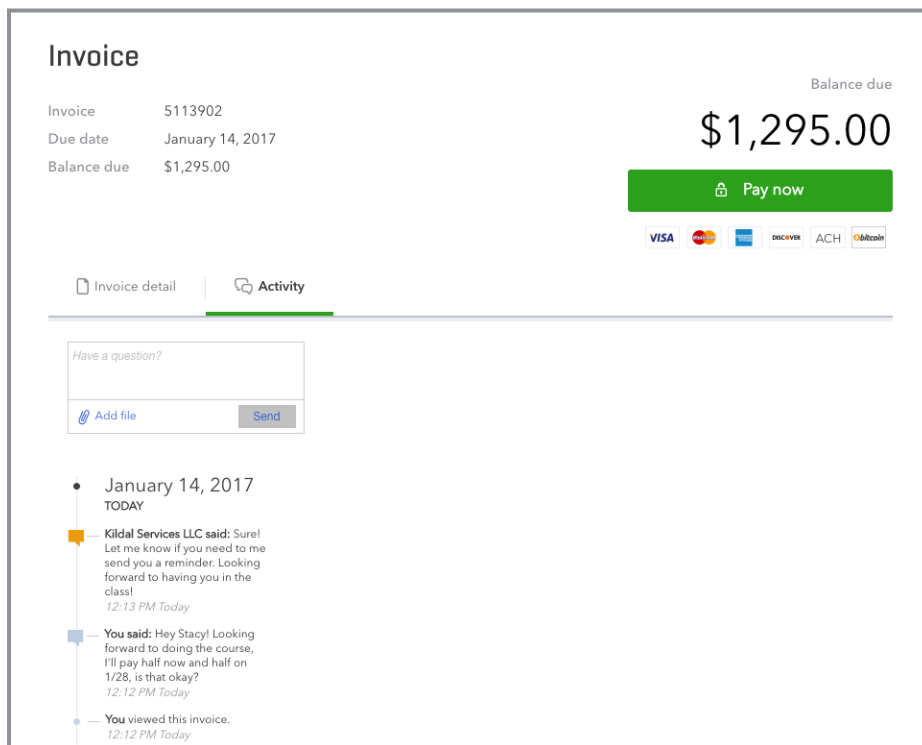
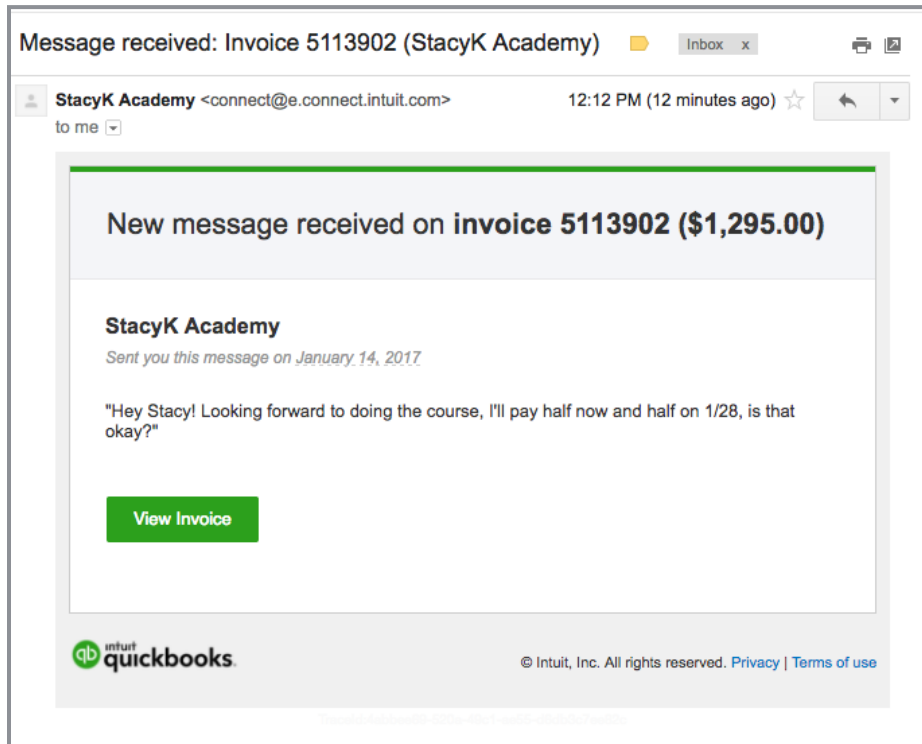
1. Once the invoice is sent, the recipient will receive an email with a link to view the invoice directly in the body of the email.



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.



**Invoice**

Invoice 5113902  
Due date January 14, 2017  
Balance due \$1,295.00

Balance due  
**\$1,295.00**

**Pay now**

VISA Mastercard American Express ACH Bitcoin

Invoice detail Activity

Print Save PDF

**ks** Kildal Services LLC  
5472 E Alyssa Ct  
White Lake, MI 48383  
(248)906-8706  
info@kildalservices.com  
KildalServices.com

**Invoice**

**BILL TO**  
StacyKAcademy.com

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5113902	01/14/2017	\$1,295.00	01/14/2017	Due on receipt	

P.O. NUMBER 2112  
VENDOR CODE cygnusx1

ACTIVITY	QTY	RATE	AMOUNT
Build Your Practice Course	1	1,295.00	1,295.00
BALANCE DUE			<b>\$1,295.00</b>

Thanks for your business - we truly love working with you!  
Stacy & Shan

- 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.
- A *Pay now* button is prominently displayed so that the customer can pay right away!
- Depending on the preference at the time of sending the invoice, the Invoicing Portal will allow the recipient to pay the invoice by one of the available payment methods (such as ACH/bank transfer, credit card, or Bitcoin).

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

Pay invoice no. 5113902

[Sign in](#) to pay using a saved payment method.

Payment amount

\$ 1295.00 Balance \$0.00

Payment method

Credit card  Bank  Bitcoin

Credit card number

Expiration date   Security code   Billing ZIP code

Cardholder name

Stacy Kildal


Save payment method to pay faster next time ([sign in](#) or [create an account](#) to save)

Payment amount  
**\$1295.00**

Click [Send payment](#) to agree to the [Terms of Service](#) and [Privacy Policy](#) and authorize Intuit to charge \$1295.00 to your card on January 14, 2017.


[Send payment](#)

Amount due  
**\$1,295.00**

 **TRUSTSeal**  
Verified Business

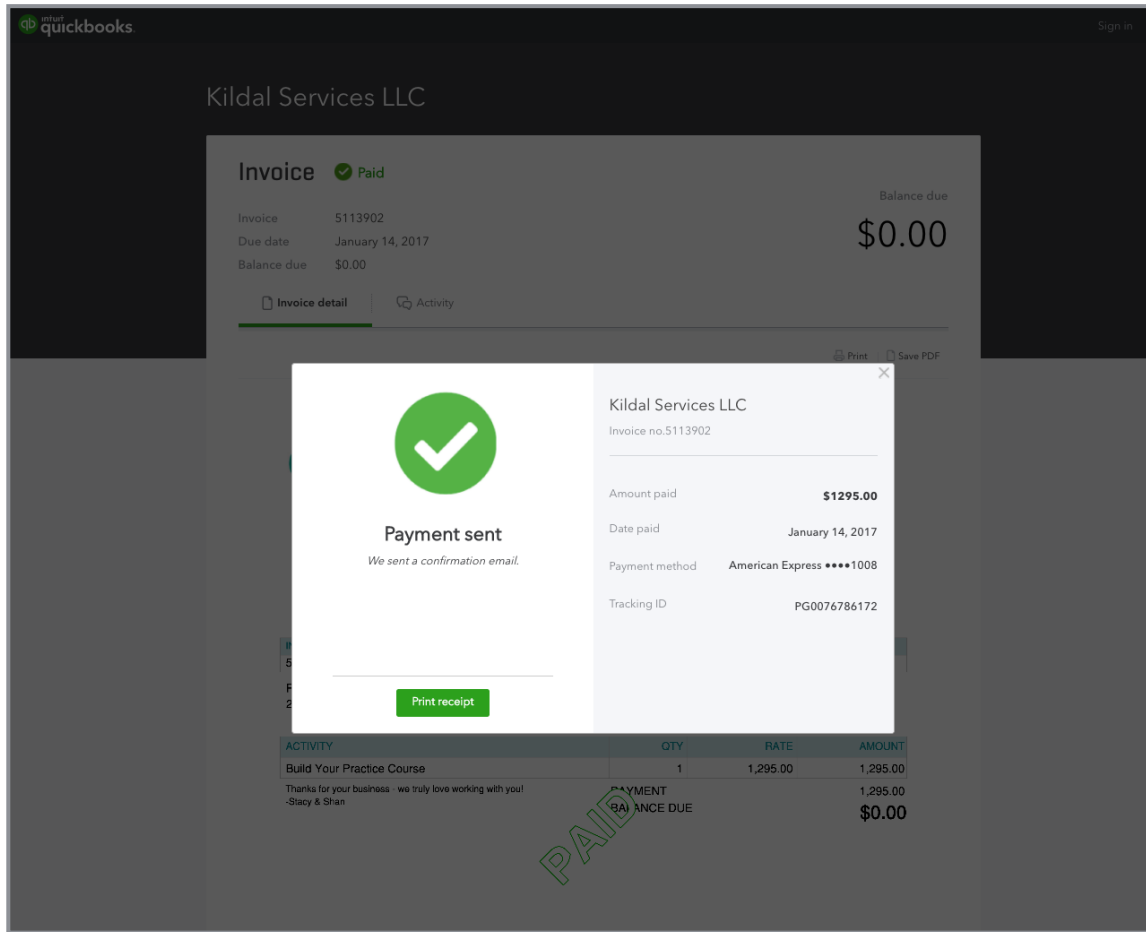
**Pay with confidence**

Enjoy peace of mind every time you pay. More than a million small businesses trust their financial data with QuickBooks.

 Information will be protected and kept confidential.

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.

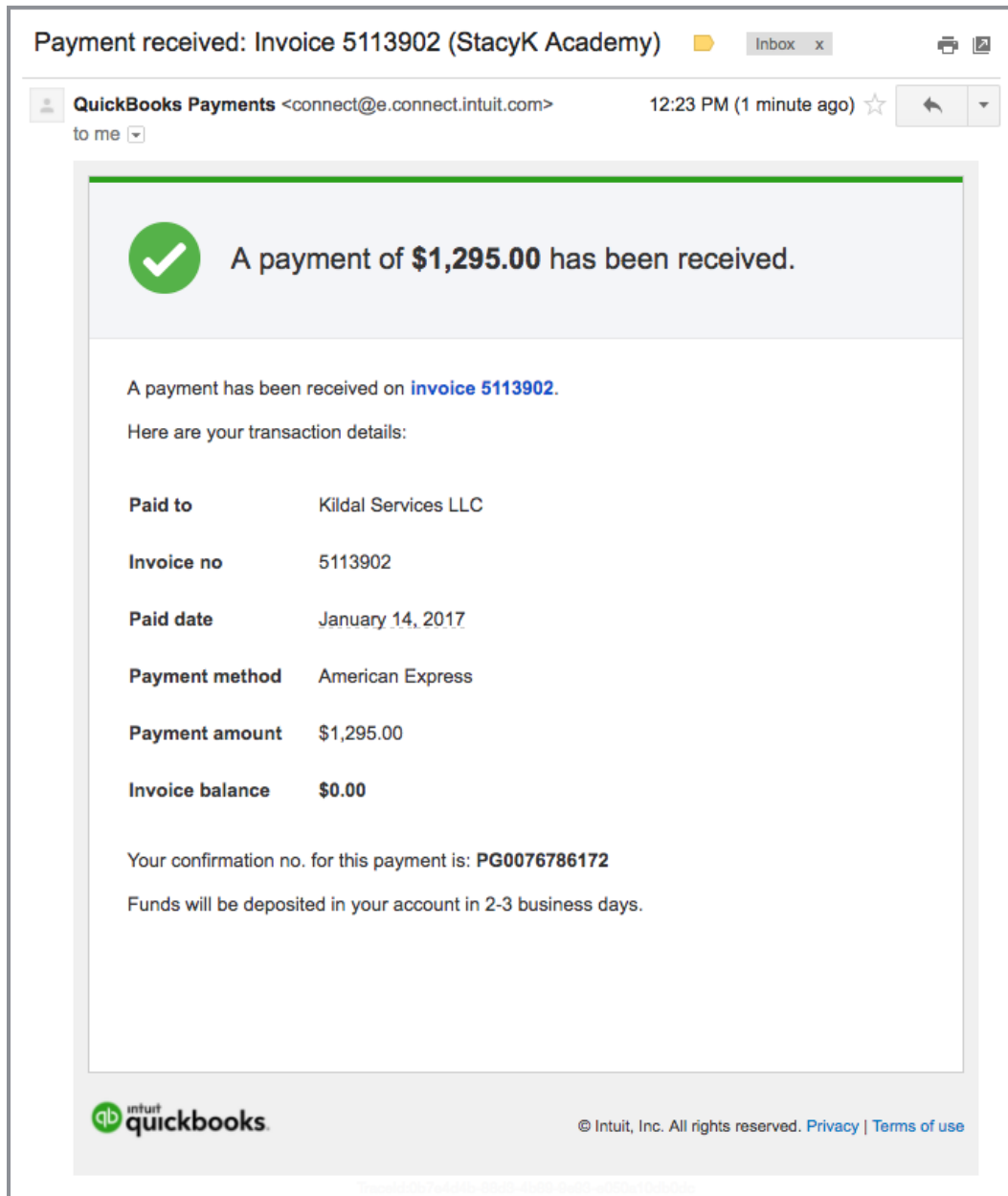
7. A payment confirmation page shows the payer that payment has been processed successfully.



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

- 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 login process for the customer, so payment information is not saved. Customers will have to enter their bank and credit card information each time.



## 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

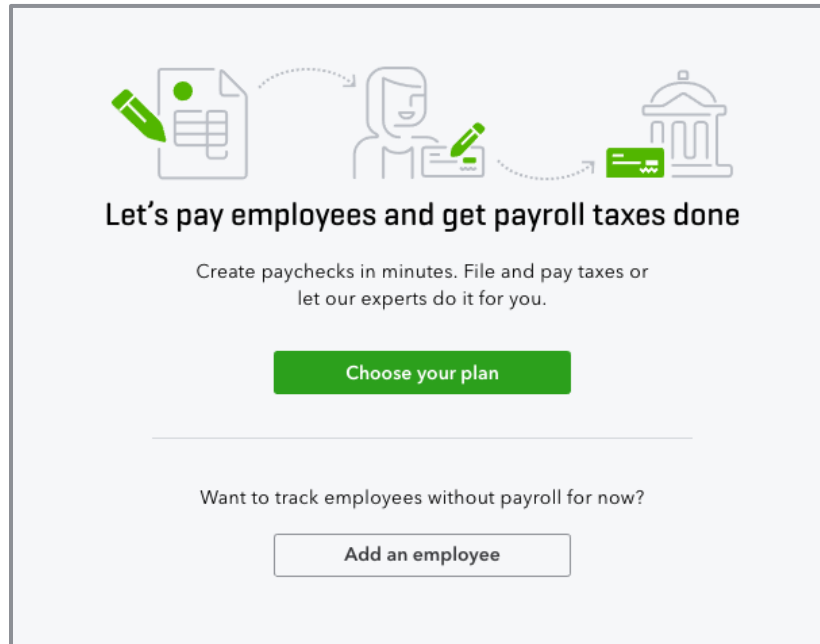


### Step by Step: Find Links to Add QuickBooks Online Payroll

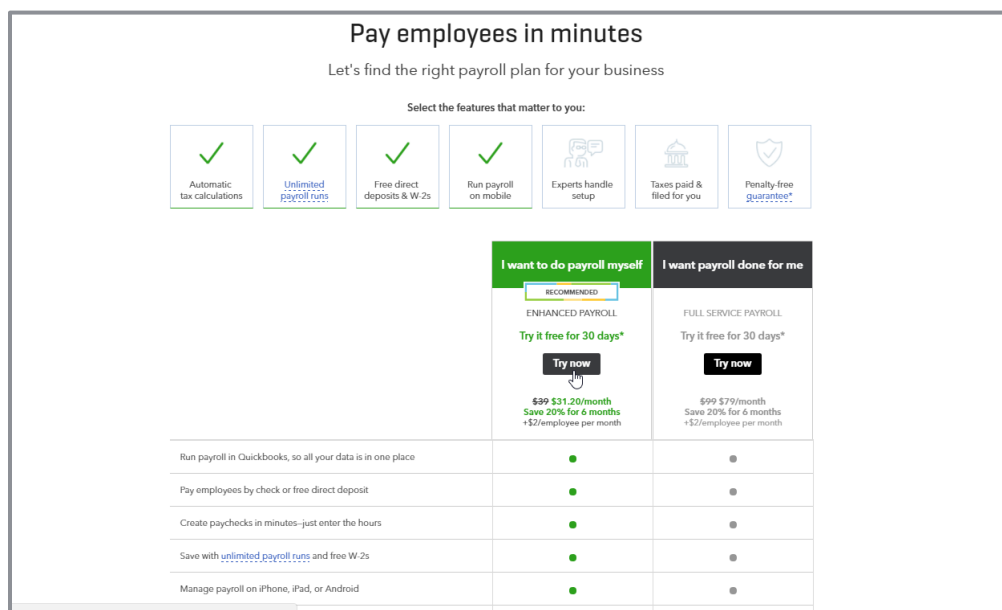
1. Open a live QuickBooks Online company; this will not work in the test drive file.
2. From the left navigation bar → **Employees**.
3. Click on the **Turn on Payroll** button.

The screenshot displays the QuickBooks Online interface for the 'Employees' section. The left navigation bar has 'Employees' highlighted. The main area shows a summary of payroll costs: \$0.00 NET PAY, \$0.00 EMPLOYEE, and \$0.00 EMPLOYER. A notification box asks 'Need to pay employees?' with a 'Turn on Payroll' button. Below is a table of employees with columns for NAME, PHONE NUMBER, EMAIL ADDRESS, and ACTION.

NAME	PHONE NUMBER	EMAIL ADDRESS	ACTION
Dan T. Miller			Edit
Elizabeth N. Mason			Edit
Gregg O. Schneider			Edit
Kim's Employee			Edit



- 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 (it will be highlighted in green and the word "recommended" will appear just above the payroll service name). 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. Back in the Employee Center, click on **Get started with payroll**.

**Employees**

\$0  
2017 PAYROLL COST

0 NET PAY  
0 EMPLOYEE  
0 EMPLOYER

Need to pay employees?  
**Get started with payroll**

6. After signing up for and setting up payroll, the Employee Center provides 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.)

Let's set you up to pay employees.  
You're signed up for Full Service Payroll.

Set up payroll  
Create paychecks in minutes  
Our experts handle taxes

**Get set up**

Need help? Call us at 866.729.4662



## 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**.

**Employees**

\$2,350  
2017 PAYROLL COST

\$1,180  
NET PAY

\$923  
EMPLOYEE

\$247  
EMPLOYER

Next payroll due **tomorrow**, 1/13  
[Paycheck list](#)

Run payroll ▼

Find an employee 🔍 Active employees ▼

Add employee

NAME	PAY RATE	PAY METHOD	STATUS
EC Catillo, Eloisa	\$40,000.00/ year	Direct deposit	Active



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

**Add employee**

Pay Profile Employment

First name\* M.I. Last name\*

New Employee

1 What are New's withholdings?  
Enter W-4 form

2 How often do you pay New?  
Friday starting 01/13/2017

3 How much do you pay New?  
Hourly \$ 25.00 / hour  
[Add additional pay types](#)

4 Does New have any deductions? (Examples: retirement, health care)  
No (most common)

5 How do you want to pay New?  
Paper check

Sample check (Based on 40.00 regular hours per pay period)

Collins Paint and Wallpaper Services  
123 Main St.  
Palo Alto, CA 94306

PAY TO New Employee \$716.52

**GROSS PAY**

Hourly	\$1,000.00
--------	------------

**TAXES WITHHELD**

Social Security	\$62.00
Medicare	\$14.50
Federal Income Tax	\$157.00
CA Income Tax	\$40.98
CA State Disability Ins	\$9.00

**SUMMARY**

Total pay	\$1,000.00
Taxes	\$283.48
<b>Net pay this check</b>	<b>\$716.52</b>

Delete employee

- 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.

**What are New's withholdings?**

[Need blank W-4 forms?](#)

**W-4** Employees Withholding Allowance Certificate **2017**

1. **First name\*** **M.I. Last name\***  
New Employee

2. **Social Security number\***

**Home address\***

**City or town\*** **State\*** **ZIP code\***  
CA

3.  Single  
 Married  
 Married, but withhold at higher Single rate  
 Do Not Withhold

4. **Total number of allowances you are claiming** ..... 0

5. **Additional amount, if any, you want withheld from each paycheck** ..... \$ 0.00

► **California state taxes**  
We've filled out New's state withholding based on the Form W-4 above (They're usually the same).

► **Tax exemptions**

Cancel Done

- Click **Done**.

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**.

Craig's Design and Landscaping Services

Your Company	Lists	Tools	Profile
Account and Settings	All Lists	Import Data	User Profile
Manage Users	Products and Services	Export Data	Feedback
Custom Form Styles	Recurring Transactions	Reconcile	Privacy
Chart of Accounts	Attachments	Budgeting	Sign Out
<b>Payroll Settings</b>		Audit Log	
QuickBooks Labs		Order Checks	

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

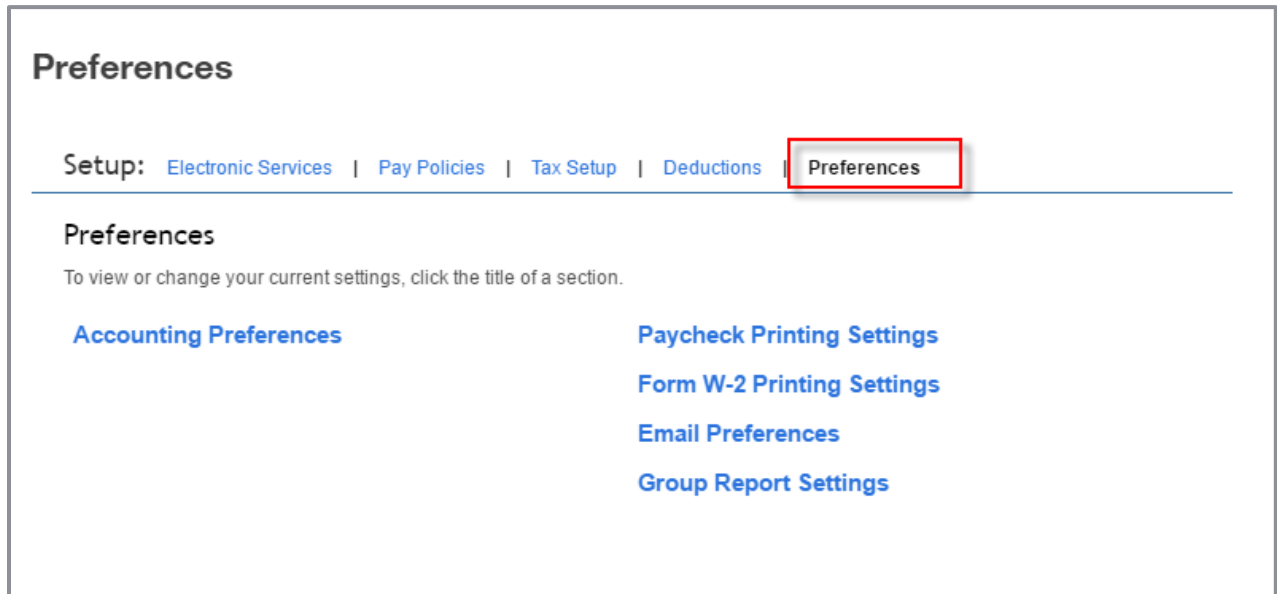
**Preferences**

Setup: [Electronic Services](#) | [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | [Preferences](#)

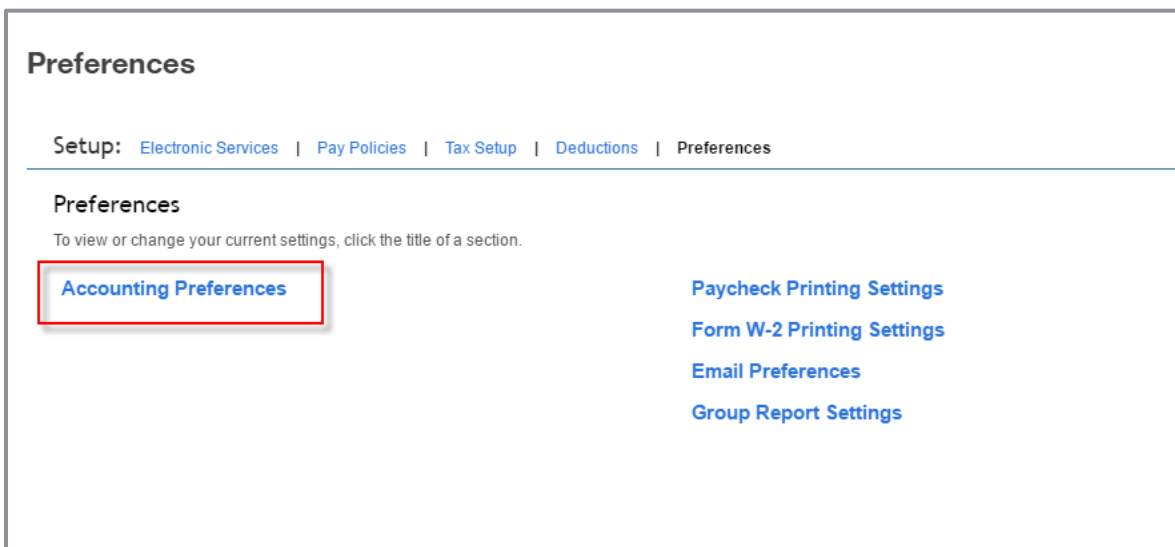
**Setup Overview**

Payroll and Services	Company and Account	Employees
<b>Payroll</b> <a href="#">Pay Schedules</a> <a href="#">Vacation / Sick / PTO</a> <a href="#">Deductions / Contributions</a> <a href="#">Direct Deposit</a> <b>Taxes</b> <a href="#">General Tax Information</a> <a href="#">Federal Taxes</a> <a href="#">State Taxes</a> <a href="#">Federal Form Preferences</a> <b>Electronic Services</b> <a href="#">Update Electronic Services</a>	<b>Business Information</b> <a href="#">Contact Information</a> <a href="#">Work Locations</a> <b>Preferences</b> <a href="#">Accounting</a> <a href="#">Paycheck Printing</a> <a href="#">Form Printing</a> <a href="#">Emails</a> <a href="#">Reports</a>	<b>Overview</b> <a href="#">Employees</a> <a href="#">Time Sheets</a>

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

**Reports** Profit and Loss

**\$1,280**

NET INCOME

**\$9,289**

INCOME

**\$8,008**

EXPENSES

Go to report

Recommended   Frequently Run   My Custom Reports   Management Reports   **All Reports**

[< All Reports](#)

### Manage Payroll

<p><b>Time Activities by Employee Detail</b> Lists the products/services (time activities) provided by each employee, including hourly rate and duration. <a href="#">Run</a>   <a href="#">Customize</a></p> <p><b>Payroll Tax Liability</b> Shows the taxes you need to pay and the ones you've already paid. <a href="#">Run</a></p> <p><b>Payroll Details</b> Provides details for selected paychecks, including the amount, taxes, and deductions. <a href="#">Run</a></p> <p><b>Workers' Compensation</b> Shows wages paid for each Workers' Comp class you've assigned any employee so you can prepare forms for state agencies or insurance companies. <a href="#">Run</a></p> <p><b>Paycheck List</b> Shows all the paychecks you've created and lets you take action on specific paychecks, such as changing check numbers or printing pay stubs. <a href="#">Run</a></p> <p><b>Retirement Plans</b> Shows both employee and company contributions to all your retirement plans. <a href="#">Run</a></p>	<p><b>Recent/Edited Time Activities</b> Lists the 25 products/services (time activities) most recently entered or edited so you can see your employees' latest activities. <a href="#">Run</a>   <a href="#">Customize</a></p> <p><b>Payroll Tax Payments</b> Shows all the payroll tax payments you've made. <a href="#">Run</a></p> <p><b>Employee Details</b> Shows a current snapshot of each employee, including pay rate, deductions, and tax withholding. <a href="#">Run</a></p> <p><b>Total Payroll Cost</b> Shows all costs associated with paying your employees, including total pay, net pay, deductions, and taxes. <a href="#">Run</a></p> <p><b>Total Pay</b> Shows each employee's total pay by type (for example, salary or hourly). <a href="#">Run</a></p> <p><b>Multiple Worksites</b> Provides information you can use to complete your Multiple Worksites Report (if required by your state). <a href="#">Run</a></p>	<p><b>Payroll Summary</b> Shows details for each paycheck you've created, including total wages, taxes withheld, and deductions. <a href="#">Run</a></p> <p><b>Payroll Billing Summary</b> Shows all charges for your QuickBooks Payroll account. <a href="#">Run</a></p> <p><b>Payroll Tax and Wage Summary</b> Shows total and taxable wages that are subject to federal and state withholding. <a href="#">Run</a></p> <p><b>Payroll Deductions/Contributions</b> Shows totals for your employee deductions and company contributions. <a href="#">Run</a></p> <p><b>Vacation and Sick Leave</b> Shows how much vacation time and sick leave your employees have available and how much they've used year-to-date. <a href="#">Run</a></p> <p><b>Employee Directory</b> Provides contact information for each employee, including work location, phone, and email. <a href="#">Run</a></p>
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## 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: View the Payroll Summary Report in QuickBooks Online Payroll

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

The screenshot displays the QuickBooks Online interface. On the left, the navigation menu includes Home, Customers, Vendors, Employees, Transactions, and Taxes. The 'Reports' option is highlighted with a red box. The main content area shows the 'Reports' section with a search bar and tabs for Recommended, Frequently Run, My Custom Reports, Management Reports, and All Reports. The 'All Reports' tab is selected and highlighted with a red box. Below this, there are several report categories with descriptions:

- Business Overview**: These reports show different perspectives of how your business is doing.
- Manage Accounts Receivable**: These reports let you see who owes you money and how much they owe you so you can get paid.
- Manage Accounts Payable**: These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.
- Accountant Reports**: These are reports accountants typically use to drill down into your business details and prepare your tax returns.
- Review Sales**: These reports group and total sales in different ways to help analyze your sales to see how you're doing and where you make your money.
- Review Expenses and Purchases**: These reports total your expenses and purchases and group them in different ways to help you understand what you spend.
- Manage Sales Tax**: These reports help you manage the sales taxes you collect and then pay the tax agencies.
- Manage Payroll**: These reports help you manage employee activities and payroll.

A red arrow points from the 'All Reports' box in the navigation bar to the 'Manage Payroll' box in the report list.



5. Click the **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**      **Employee**

Last pay date ▼      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
01/06/2017	Catillo, Eloisa	\$443.09	40.00	\$70.76	\$255.38	\$769.23	\$90.38	\$0.00	\$859.61	DD
01/06/2017	Lucchini, Bill	\$641.75	40.00	\$321.33	\$190.77	\$1,153.85	\$135.57	\$0.00	\$1,289.42	DD
01/06/2017	Stebly, Karl	\$95.61	10.00	\$15.39	\$69.00	\$180.00	\$21.15	\$0.00	\$201.15	
<b>Totals</b>		<b>\$1,180.45</b>	<b>90.00</b>	<b>\$407.48</b>	<b>\$515.15</b>	<b>\$2,103.08</b>	<b>\$247.10</b>	<b>\$0.00</b>	<b>\$2,350.18</b>	



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

1. Open QuickBooks Online test drive file.
2. From the left navigation bar → **Reports**.
3. Click **All Reports**.
4. Click the **Manage Payroll** group hyperlink.
5. Click the **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 <span>▼</span>			
Date Range			
Last pay date <span>▼</span>	<a href="#">Run Report</a>		
	TAX AMOUNT	TAX PAID	TAX OWED
<b>CA PIT / SDI</b>	\$71.33	\$0.00	\$71.33
CA Income Tax	\$52.41	\$0.00	\$52.41
CA State Disability Ins	\$18.92	\$0.00	\$18.92
<b>CA SUI / ETT</b>	\$73.60	\$0.00	\$73.60
CA ETT	\$2.10	\$0.00	\$2.10
CA SUI Employer	\$71.50	\$0.00	\$71.50
<b>Federal Taxes (941/944)</b>	\$497.03	\$0.00	\$497.03
Federal Income Tax	\$175.27	\$0.00	\$175.27
Social Security	\$130.39	\$0.00	\$130.39



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

**Paycheck list**

Print Delete 3 items selected

<input checked="" type="checkbox"/>	PAY DATE	NAME	TOTAL PAY	NET PAY	PAY METHOD	CHECK NUMBER
<input checked="" type="checkbox"/>	01/06/2017	Catillo, Eloisa	\$769.23	\$443.09	Direct Deposit	DD
<input checked="" type="checkbox"/>	01/06/2017	Lucchini, Bill	\$1,153.85	\$641.75	Direct Deposit	DD
<input checked="" type="checkbox"/>	01/06/2017	Stebly, Kari	\$180.00	\$95.61	Check	<input type="text"/>

Show tax adjustment checks

View all the paychecks created and take action on specific paychecks, such as changing check numbers, printing pay stubs or voiding/deleting the checks.

1. Open the QuickBooks Online test drive file.
2. From the left navigation bar → **Reports**.
3. Click **All Reports**.
4. Click the **Manage Payroll** group hyperlink.
5. Click the **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 **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 also void or delete checks in this list.

**Paycheck list**

Print Delete 3 items selected


<input checked="" type="checkbox"/>	PAY DATE	NAME	TOTAL PAY	NET PAY	PAY METHOD	CHECK NUMBER
<input checked="" type="checkbox"/>	01/06/2017	Catillo, Eloisa	\$769.23	\$443.09	Direct Deposit	DD
<input checked="" type="checkbox"/>	01/06/2017	Lucchini, Bill	\$1,153.85	\$641.75	Direct Deposit	DD
<input checked="" type="checkbox"/>	01/06/2017	Stebly, Kari	\$180.00	\$95.61	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

Run payroll on the go with Intuit Online Payroll



- Create accurate paychecks in seconds
- E-pay taxes & e-file forms
- Pay workers by direct deposit (it's free!)
- Get email reminders and notifications for payday & tax deadlines

Download on the  App Store

ANDROID APP ON  Google play

## 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.



### 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.


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### 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.

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### 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).

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



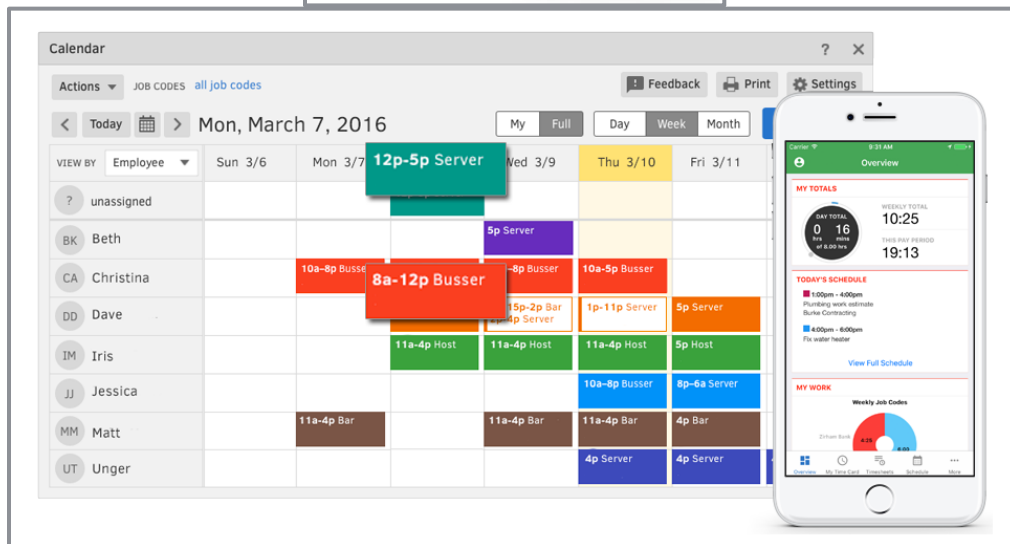
### Step by Step: Find and Explore the QuickBooks Online App Center

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>. Make sure to choose the country flag in the top right.

The screenshot shows the QuickBooks Online App Center interface. At the top, there is a navigation bar with the QuickBooks logo, 'Apps', 'Learning Center', and a search bar. A dropdown menu for country selection is open, showing options for US, UK, AU, CA, IN, and FR. The main content area features a Hubdoc advertisement with a 'Sign up now' button. Below the ad are navigation buttons for 'View all apps', 'Browse Category', and 'Try QuickBooks for Free'. A 'Trending Now' section displays four app cards: Tax Planner Pro, American Express, Sync with PayPal, and Cloud Cart Connector.

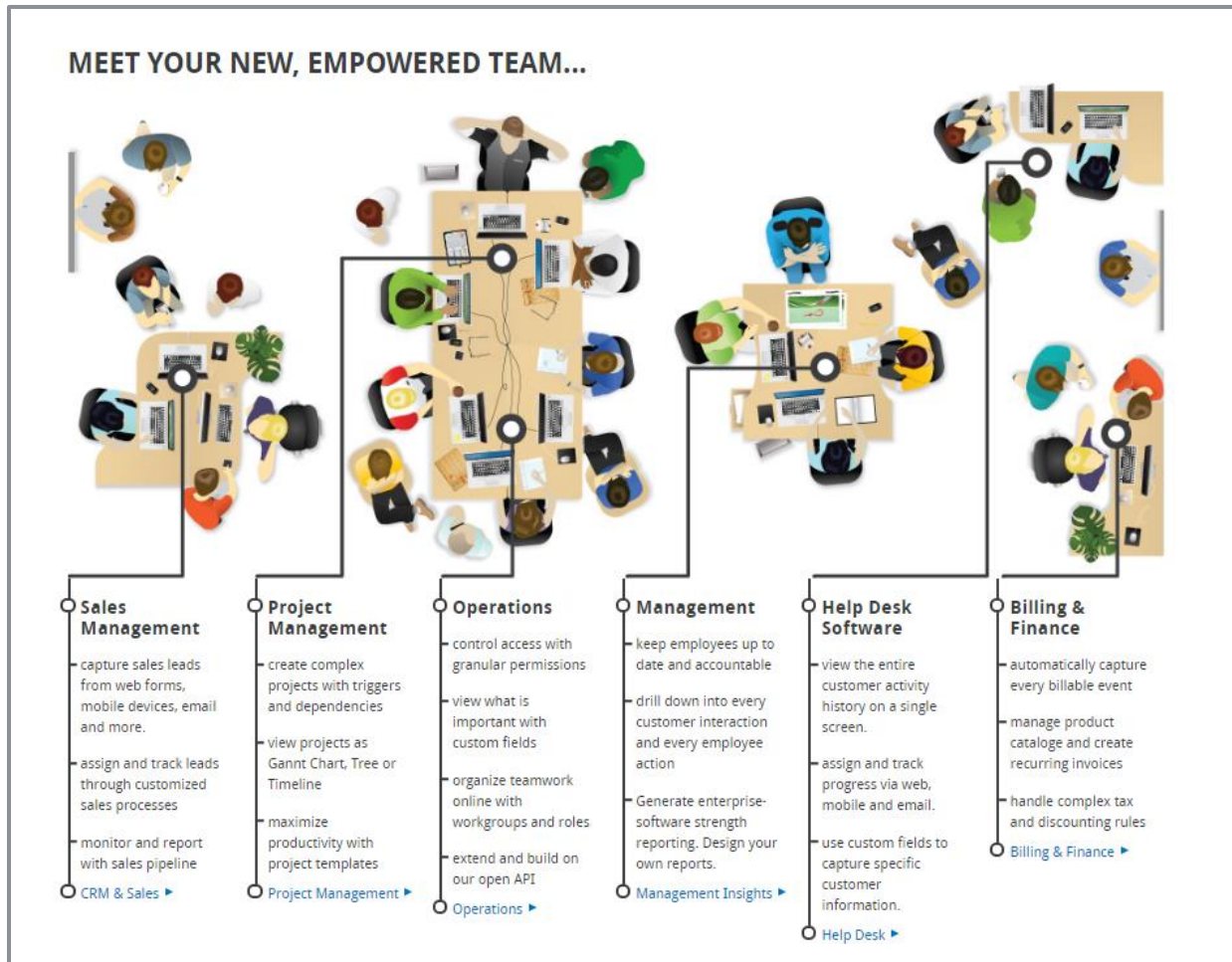
## Features of Some Apps

- **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 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




- **Hubdoc** – This app automatically pulls your online bills and statements into one secure hub. It automatically converts receipts, bills and statements into accounting data you can use.

*How it works...*


You receive a lot of **financial documents** in the form of...



receipts




bills &  
statements




emails

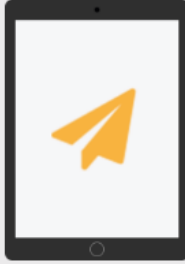
Import all that paperwork by using **Hubdoc** to...



snap & send  
paperwork



link your accounts  
for automatic  
delivery



forward invoices  
from your inbox



## 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