QuickBooks Online
Top 10 Tips and Tricks 2019
11/19/2019 NCACPA Symposium

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QuickBooks Desktop vs. Online

QuickBooks Online

- Short Learning Curve to use most features

- 24/7 Access from a web browser

- PC, Mac, iOS, Android, ChromeOS

- Smartphone/Tablet App

- Up to 25 Users for $1800 per year

- Easy User/Accountant collaboration

- Limited in features regarding Inventory Management, Job Costing, User Permissions, Custom Templates, and Custom Reports

QuickBooks Desktop

- Long Learning Curve to use most features

- Requires all users to be on Windows/PC (or remoting into Windows Based Server)

- Needs access to a specific physical computer and/or server

- 6-30 Users costs are $2500 to $9000 per year

- Can be hosted on the cloud, but costs increase to an additional $50/user per month

- Rich in features regarding Inventory Management, Job Costing, User Permissions, Custom Templates, and Custom Reports

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QuickBooks Online – Subscription Options

Simple Start $25/m

- Banking, Income, and Expenses
- Invoices & Accounts Receivable
- Manage Sales Tax
- 1 User + 1 External Accountant

Plus $70/m

- All the Features of Essentials, and
- **Create Purchase Orders**
- **Track Inventory**
- **Track Project Costs/Profitability & Create 1099's**
- **Track Locations and Classes**
- **Five Users** + 2 External Accountants

Essentials $50/m

All Features of Simple Start, and

- **Create Quotes/Estimates**
- **Supplier Bills & Accounts Payable**
- **Recurring Transactions & Multiple Currencies**
- **3 Users** + 2 External Accountants

Advanced $150/m

- All the Features of Plus, and
- **Unlimited Chart of Accounts** (limited to 250 in other versions)
- **Enhanced Custom Fields**
- **Import Invoices from CSV**
- **Batch Enter Invoices, Expenses, and Checks**
- **25 Users** + 3 External Accountants

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QuickBooks Online – Subscription Options

Resources:

- Free Trial + 50% discount for 1 year QBO for business owners:
  https://www.quickbooksoffer.com/?cid=irp-4337

- Test Drive QuickBooks Online Plus:
  https://qbo.intuit.com/redir/testdrive

- Test Drive QuickBooks Online Advanced:
  https://qbo.intuit.com/redir/testdrive_us_advanced

- Hector's QuickBooks Version Comparison Matrix:
  http://bit.ly/compareQB

- Recommending QuickBooks Questionnaire:
  https://quickbooks-training.net/choose-the-right-version-of-quickbooks/

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Google Chrome: Multiple Users/Windows and Multiple Tabs

- Multiple Google Chrome Users for multiple instanced

- Multiple Tabs to view Multiples Transactions

Google Chrome: Bookmarks

- Search Bookmark
- Bookmark frequent centers: Vendors, Customers, Chart of Accounts, Products and Services (item List)
- Bookmark Folders

Navigation Tips, Date Shortcuts, and Keyboard Shortcuts

- General Navigation Tips (Left Navigation Bar)

- Zoom In/Out

- Keyboard Shortcuts

Reclassify Transactions

- Built-in expense reclassification tool for all Users

- Accountant's Reclassify Tool

Batch Send Reminders

- Batch Send Invoices
- Batch Send Reminders

Report E-mail Automation and PDF Package

- Creating automated reports
- Using custom report groups to build PDF packages

Importing Vendors before a new Bank Feed

- Cleaning up Vendors in Excel

- Importing List of Vendors

Bank Feeds: Show Bank Details & Copy Bank Details to Memo

- Show Bank Details vs. QB-Summarized Details

- Copying Original bank data into memo as backup for reports and/or reclassification

ADVANCED ONLY: Drop-Down Custom Fields

- QuickBooks Advanced Only: 10 Custom fields (drop-down, numbers only, dates only, or free type)

ADVANCED ONLY: Batch Enter Invoices, Checks, and Expenses

- QuickBooks Advanced Only: create invoices, expenses, or checks in batch

- No Copy/Paste Capabilities like in QuickBooks Desktop

Open Discussion

- Working with 3rd Party Apps

- Reporting Tips and Tricks

Additional Resources

hectorgarcia.com/ncacpa