

Why Should You Be Using QuickBooks® Online?

Your manual accounting system is wasting too much time and money, and you're not getting the information you need from it to make better business decisions. QuickBooks Online® can solve those problems.



FEATURING:

- 1.) Not Using QuickBooks Online? What You're Missing
- 2.) How QuickBooks® Online Can Improve Your Company's Financial Health
- 3.) New Features You'll See in QuickBooks® Online in 2020



Taking Care of Your Financial Clarity™

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Honoring the Grace of Simple Things™ since 1986

Taking Care of Your Financial Clarity™

ABOUT US

Since I started my business in 2002, sharp focus and expert analysis with numbers have been my biggest strengths. Using QuickBooks to help achieve the clarity in your numbers have proven to be an easy and effective solution.

With the bookkeeping and accounting services that I offer to balance and report your financials, we strive together to make sure that you understand your business.

Services are performed extensively using remote access in the greater Phoenix area in particular and a wealth of other parts of the country that benefit from abundance in their business. I invite you to develop your capacity for 'fill in the blank' and let me share in your road to conquest.

- Lucinda Lintz

QuickBooks® Consulting | Setup | Training • Computer Consulting • Hardware/Software Sales
POS Integration • Accounting • Bookkeeping/Write-up • Payroll Reports • Sales Tax Reports

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Not Using QuickBooks Online®? What You're Missing Out On

If you dread every minute of the time you spend on accounting, you should know how QuickBooks Online can change your outlook.

How long would it take you to determine:

- What your total expenses for this quarter are?
- Whether or not your business is profitable as of today?
- How much you've sold every month this year?
- Which invoices are overdue?

If you're using QuickBooks Online, you can get answers to all those questions—and more—in the time it takes you to sign on to the website.

That's not an exaggeration. The first thing QuickBooks Online displays is what's called its *Dashboard*. This is the site's home page, which contains an array of charts and account balances that provide a quick overview of your finances. Click on an element here—say, a checking account balance—and you'll be able to drill

down and see the details behind it (in this case, an online account register). Click on the Expense graph, and a transaction report opens.

Your First Hours with QBO

QuickBooks Online works like other online productivity applications you may have used. It uses toolbars and buttons for navigation, drop-down lists and blank fields for data entry, and clickable links to open new related screens to trigger actions. Which is to say, the site is easy to use once you understand its structure. We can walk you through the early steps that are required, which involves tasks like:

- Using the provided setup tools to customize the site.
- Connecting QuickBooks Online to your bank and credit card company websites so you can work with transactions.

Company	Customize	Customize the way forms look to your customers	Customize look and feel
Billing & Subscription	Sales form content	Preferred invoice terms	Net 30
Sales		Preferred delivery method	Send later
Expenses		Shipping	On
		Custom fields	On

QuickBooks Online is not one-size-fits-all. Its setup tools help you customize it to meet your own company's needs.

- Creating records for your customers, vendors, and the products and services you sell (you'll be able to add new ones as your business grows).
- Learning about QuickBooks Online's pre-built reports.
- Familiarizing yourself with the site's workflow.
- Making the transition from your current accounting system.

How You'll Benefit

Once you're comfortable using QuickBooks Online, you'll discover what millions of small businesses have already learned, that the site helps you:

Get paid faster. You can sign up with a payment processor to accept credit cards and direct bank withdrawals, which can speed up your customers' responses to invoices. You'll also be able to accept payments when you're out of the office on your mobile devices.

Minimize errors. Once you enter data, QuickBooks Online remembers it. No more duplicate data entry that can cause costly mistakes.

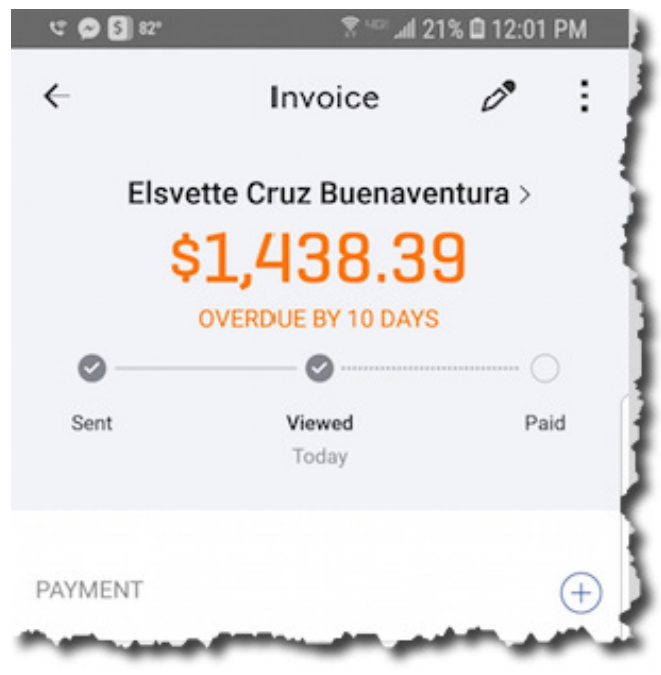
Find any detail in seconds. QuickBooks Online has powerful search tools that allow you to find what you're looking for quickly.

Better service customers. Because your customer profiles include transaction histories, you'll be able to deal with questions and problems quickly and accurately.

Bill time as well as invoice products. QuickBooks Online supports sales of time-based services with capable time-tracking tools.

Improve your customers' and vendors' perception of you. Your business associates will know that you're using state-of-the-art technology by the forms you share and the customer service you provide.

Save money and time. It does take some time to make the transition to QuickBooks Online. But you'll quickly make that up with the hours you'll save on accounting tasks, and be able to concentrate on tasks that improve your bottom line.



QuickBooks Online lets you do much of your accounting work when you're away from the office with its mobile app.

Be prepared to grow. Because all of your financial data is organized and easily accessible, you'll be able to quickly generate reports that help you plan for a more profitable future. Banks and investors will need some of these if you decide to seek financing.

Mobile Access

Although you may do the bulk of your accounting work on your desktop or laptop, you'll have access to many of the site's features on your smartphone. Your home page displays both an abbreviated version of your browser-based dashboard and a list of recent transactions. You can view, edit, and build new customer, vendor, and product or service records. Snap a photo of a receipt to document an expense and look up or create invoices, estimates, and sales receipts. Record payments, view critical reports, and add notes. Of course, your mobile data is always synchronized with the site itself.

Happy to Help

QuickBooks Online was designed for small businesspeople, not accountants. But it includes features that are best used in conjunction with our consulting services, like advanced reports, payroll, and the Chart of Accounts. In fact, the site makes it easy for us to have access to your data so we have the ability to monitor and troubleshoot.

We've helped countless sole proprietors and small businesses move their accounting operations to QuickBooks Online, and we've seen the difference it's made in their productivity as well as their attitude toward financial management. Contact us, and we'll be happy to do the same for you.

NEXT UP:

How QuickBooks Online Can Improve Your Company's Financial Health

How QuickBooks Online Can Improve Your Company's Financial Health

QuickBooks Online is more than just an online bookkeeper. It can help improve your cash flow, your customer relationships, your inventory readiness, and your future.

If you're already using QuickBooks Online, you know how much impact its bookkeeping abilities have had on your company's accounting operations. You're saving time, which in-turn saves money, and you're reducing errors. When a customer or vendor calls with a question, or you yourself need to track down a critical detail to solve a problem, you're able to find solutions quickly.

You may already have learned, though, that QuickBooks Online's benefits include much more than simply getting the numbers right. When you take advantage of all it can offer, you're likely to notice more far-reaching effects.

The Specifics

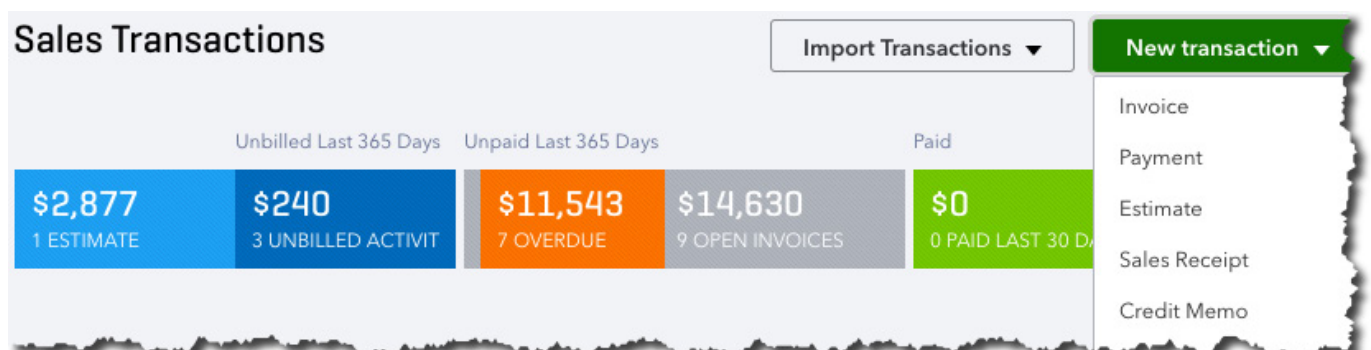
Let's look at how QuickBooks Online accomplishes all of this. You can do much of it on your own, but we're trained to help small businesses get the

most out of QuickBooks Online. We can help you maximize the effectiveness of your accounting time so your company can:

Better balance between income and expenses.

You can't begin to improve your company's cash flow until you understand where the financial bottlenecks are. QuickBooks Online provides that information for both income and expenses in a variety of ways. In the image above, you can see that there are seven past-due invoices. Click on the orange bar to see a list of them, and you can automatically **send reminders**. QuickBooks Online also automates the process of sending **statements**.

You can also run **accounts receivable and accounts payable reports** that will show where you stand with customers and vendors, like *Open Invoices, Uninvoiced Time, Unpaid Bills*, and



QuickBooks Online provides quick, real-time overviews of your sales status.

Accounts Payable Aging Detail. If you determine that one of your consistent problems with cash flow is late customer payments, you can set up a **merchant account** through QuickBooks Online to support credit card payments and bank transfers.

More repeat business because of improved customer interaction.

Your customers are like gold. To build the best relationships possible with them, you need a clear, updated picture of their transactions, their payment details and history, and your interaction with them. QuickBooks Online provides templates for **Customer Information** records that provide all of that, along with their contact information and a real-time update of the status of their invoices and payments, estimates, time activities, etc. The latter is provided in the form of an interactive list with links to immediate actions you can take.

A more stable, profitable inventory of products.

If your business sells products, you know that you have to be smart about inventory levels. Stock too much and you have too much money tied up unnecessarily. Too little, and you'll be turning customers away and possibly losing their




future business. QuickBooks Online's **inventory-tracking tools** help you achieve and maintain that balance, so you know both when and how much to reorder.

QuickBooks Online also offers multiple **inventory reports**, like *Inventory Valuation Detail*, *Physical Inventory Worksheet*, and *Sales by Product/Service Detail*.

Readiness for growth.

You may never want to acquire another company, or move into more spacious offices, or employ dozens of individuals. However, it's not often that a company doesn't want to be in a position to grow. And you never know when an opportunity will present itself that would require additional capital. Would you be ready?

If you've never applied for a business loan or tried to attract investors, you don't know how much financial information you'll need to provide, or in what format. There are very specific reports your potential lenders or investors will want to see, standard **financial statements**. QuickBooks Online includes templates for these, which include a *Balance Sheet*, *Profit and Loss*, and *Statement of Cash Flows*.

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<input type="checkbox"/>	 8x12 brown leather journal	79.95	55.99	✓	22	7	Edit ▼
<input type="checkbox"/>	 Brown leather journal	26.99	19.99	✓	49	10	Make inactive Run report Duplicate Adjust quantity
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It's easy to evaluate your inventory status very quickly in QuickBooks Online.

Like the reports we mentioned earlier, they're easy to generate on the site, thanks to intelligent, customizable templates. Analyzing them, though, and making sure they're ready to be seen by third-parties takes professional expertise. We can provide that for you. We can also help you better understand and use other elements of QuickBooks Online so that you're taking advantage of all of its benefits. Contact us soon to set up an initial consultation.

NEXT UP:

**New Features You'll See in QuickBooks
Online in 2020**

Have You Explored QuickBooks Online's New **2020** Features?

Intuit keeps innovating. Here are some of the changes the company introduced for QuickBooks Online in 2020.

Whether you can see them now or not, Intuit added and enhanced a ton of new features in 2019. Some of you may not see all of them until 2020, since the company typically rolls them out slowly.

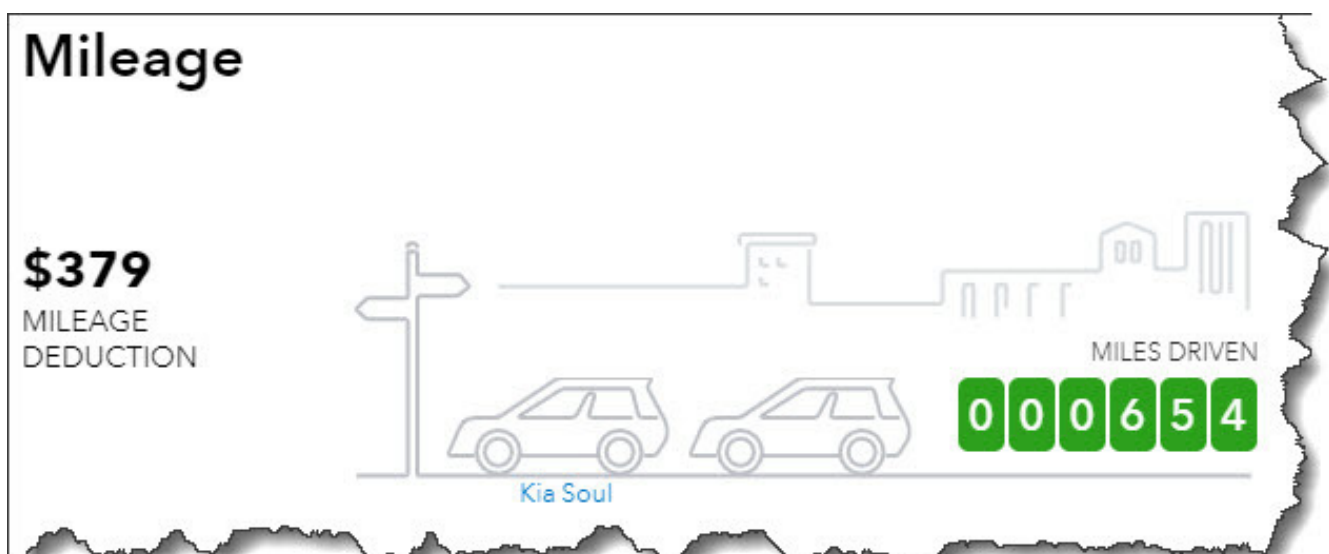
So, if you're not in one of the first waves of users, we want you to know what's coming. It may also be that your version of QuickBooks Online has incorporated the changes, but you just haven't noticed them. Here's a rundown of what's in store for everyone on the horizon.

A new location for the Create button

Previously, you clicked on the **+(plus)** sign in the upper right corner to open the **Create** window (invoice, sales receipt, bill, single time activity, etc.). Now, you'll see a button marked **+New** in the upper left corner.

Instant Deposits

If you use QuickBooks Online Payments, you'll be able to have available credit card and bank transfer payments from customers deposited in your bank



QuickBooks Online's **Mileage Tracker** allows you to record business miles driven manually or automatically and calculates your tax deduction.

account within 30 minutes for a 1 percent fee. The funds will be directed to your U.S.-issued Visa or MasterCard debit card.

Mileage Tracker

This is a tool previously found only in QuickBooks Self-Employed, but QuickBooks Online users will now have access to it. It does just what it sounds like: allows you to track business-related mileage so you'll have a numerical total to enter when you come to that deduction on your income tax return. You can record trips manually by entering starting and ending addresses (or the total miles). Or, if you're using the QuickBooks Mobile app, you'll be able to turn on GPS and let your smartphone record the mileage automatically.

New navigation tools in QuickBooks Mobile app

You've probably gotten used to navigating from a list of features in the QuickBooks Mobile app. You should soon see an entirely different look for navigation that uses icons representing common tasks (Transactions, Expenses, Mileage, etc.). These will appear when you click on the **Shortcuts** tab. You'll find the remaining tools under the **All** tab.

Health benefit management

QuickBooks Online now allows you to compare, buy, and manage employee health, dental, and vision coverage.

Receipt Capture

Receipts can be the bane of a business owner's existence. Many

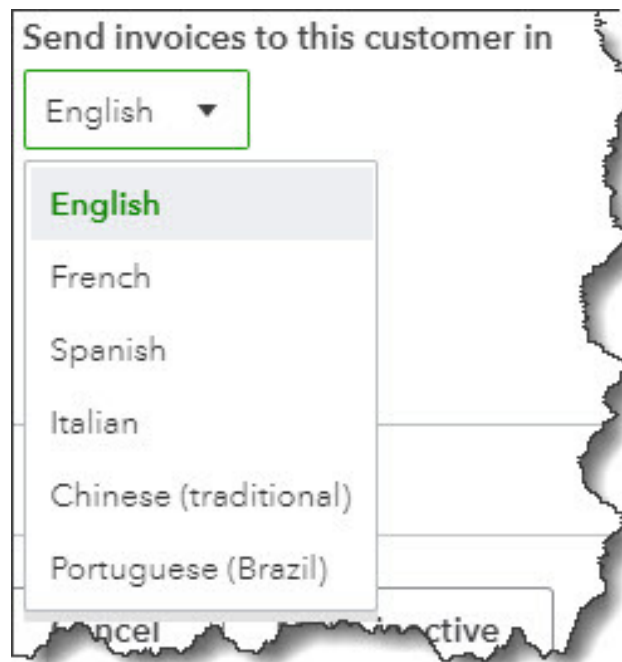
still use the "shoebox" method, tossing receipts in a box and entering them when tax time rolls around. Not a particularly elegant solution. Now, you can snap photos of receipts and move them into QuickBooks Online in one of three ways, by:

- Scanning through the mobile app.
- Uploading, then dragging and dropping.
- Forwarding through email.

Receipts are automatically categorized and matched to transactions; if there's no match, you can create a new transaction. Your receipts appear in the **Receipts** dashboard under the **Banking** tab.

Multilingual invoicing

Do you have international customers? If so, you may be able to send them invoices in their native languages. Besides English, QuickBooks Online now supports French, Spanish, Italian, Portuguese (Brazil), and Chinese (traditional).



You can now send invoices to customers in any of six languages.

One-step contractor payments

You can now select trackable details like class, project, and location by making selections from drop-down lists in the contractor payments window.

Next-day deposits

If you're a QuickBooks Online Payments subscriber, you'll be able to get next-day access to payments customers have made to you via credit card or ACH. You'll have to sign up for this service, and fees apply to ACH payments (1 percent of the total deposit, up to \$10).

Auto-calculated sales tax

QuickBooks Online has streamlined the process of adding sales tax to sales forms – even if you're a cash-basis business. After you've done some initial setup work, QuickBooks Sales Tax will do the necessary calculations and add sales tax automatically.

Hello, 2020

We hope that 2019 has been a good year for your business, and we wish you the best in 2020. If you're still struggling to use QuickBooks Online to maximize productivity and make better business decisions, remember that we're here to help. We can also advise you on any of the new features Intuit has introduced. Contact us anytime to set up a consultation.



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