



**All Inclusive  
Accountants**

**MODULE 5**

# QUICKBOOKS CHALLENGE

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Accounting Expert**



# Agenda

## Our Key Talking Points

■ ..... Main Offer

■ ..... Complex Bank Feeds

■ ..... Homework & Free Material

■ ..... Using Invoicing

■ ..... Reporting in QBO





# Deep Dive Challenge Offer

# Using Invoices



## Sales

Overview All Sales Invoices Customers Products and services

### INCOME OVER TIME ⓘ

Data updated a few seconds ago

Duration: This month  Compare to previous year:

**\$0.00** This month  
↑ \$0.00 more than Oct, 2021



**1** Set up online and in-person payments  
Let customers pay you with credit cards and Apple Pay.

Not now

Start

**2** Send an invoice that your customer can pay online  
Get instant updates when they view and pay the invoice.

### SETUP

0% Done

- Set up ways for customers to pay you [Start](#)
- Send an invoice that your customer can pay online [Start](#)

### SHORTCUTS



New invoice



Recurring invoice



New sale



Recurring sale

# Complex Bank Feeds

## Manually upload your transactions

How it works

- 1 Open a new tab and sign in to your online bank account.
- 2 Export your bank statement in a .CSV, .QFX, .QBO, .OFX, or .TXT format.
- 3 Upload your bank statement.



Drag and drop or [select files](#)

## Get transactions from your bank:

1. Sign in to your bank or credit card's website.
2. Follow your bank's instructions for how to download CSV files of your transactions to your computer. Every financial institution has different steps. Here are steps for Bank of America, Chase, and Wells Fargo.
3. Check the date range for the download. It should be at least one day before the date of your oldest transaction.
4. Download your transactions. Save the file somewhere you can easily find it, like your computer's desktop.
5. Review the file format and size.
6. Manually upload the transactions.

# Reporting in QBO

1. Balance Statement
2. Income Statement
3. GST Statement



## Reports

Standard Custom reports Management reports

### ▼ Favourites

- Balance Sheet ★ ⋮
- GST/HST Summary Report ★ ⋮
- Profit and Loss ★ ⋮



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IN-DEPTH WORKSHOP

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HOSTED BY CHRISTINE WALTERS  
ACCOUNTING EXPERT

4 IN-DEPTH SESSIONS:  
NOV. 23 & 30,  
DEC. 7 & 14  
@ 3-4PM MST



# Homework & Free Material

01

## Homework

Complete the bank reconciliation.  
Try to record a complex transaction.  
Set up and save your reports for this year.

02

## Free Material

QBO Reporting video for producing the following:

- Profit & Loss Report
- GST/HST Summary Report
- Balance Sheet



# Thank you!

Feel free to approach us if you have any questions.





# Questions?

Reach out to us for concerns  
and clarifications



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