



**All Inclusive
Accountants**

MODULE 2

QUICKBOOKS CHALLENGE

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Agenda

Our Key Talking Points

■ Simple Bank Feeds

■ Sign up GST if Required

■ Milage

■ Homework & Free Material



**Sign Up GST
if Required**

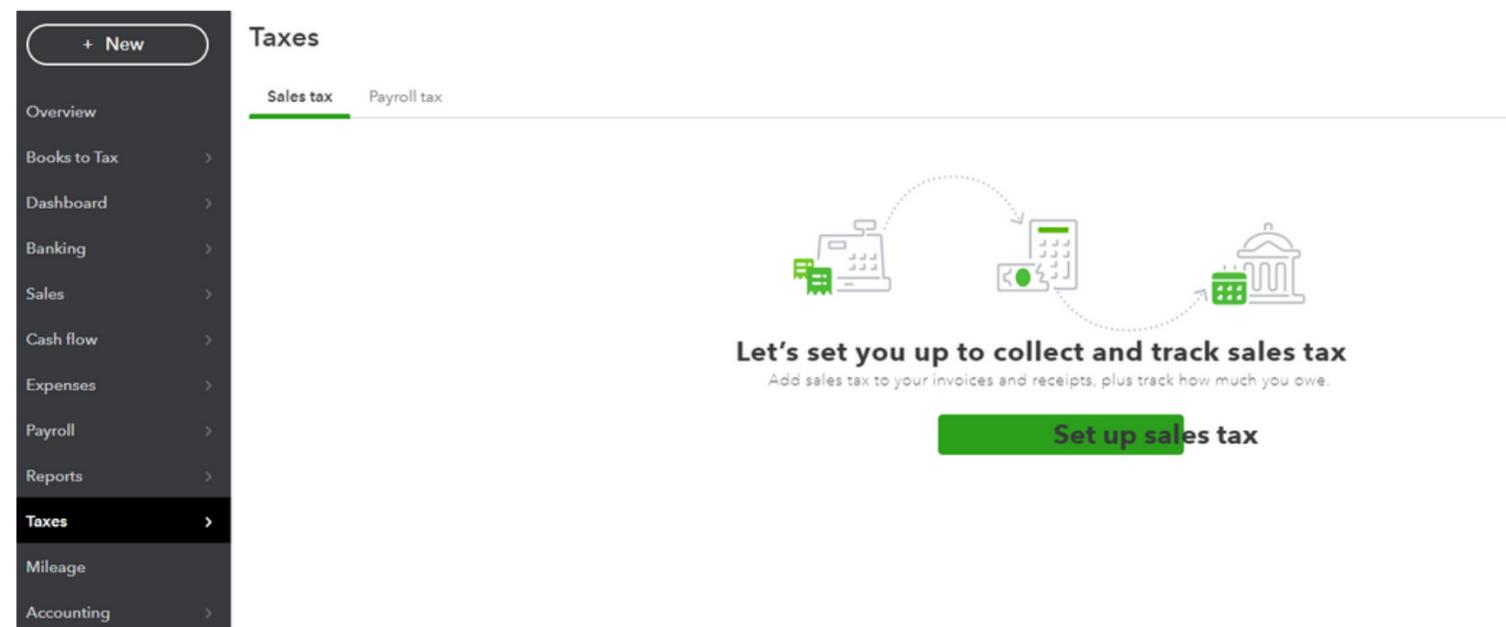


Sign Up GST



Follow these steps to setup your QuickBooks for GST:

1. Get GST registered.
2. Add your GST# in settings.
3. Set up GST in Quickbooks.

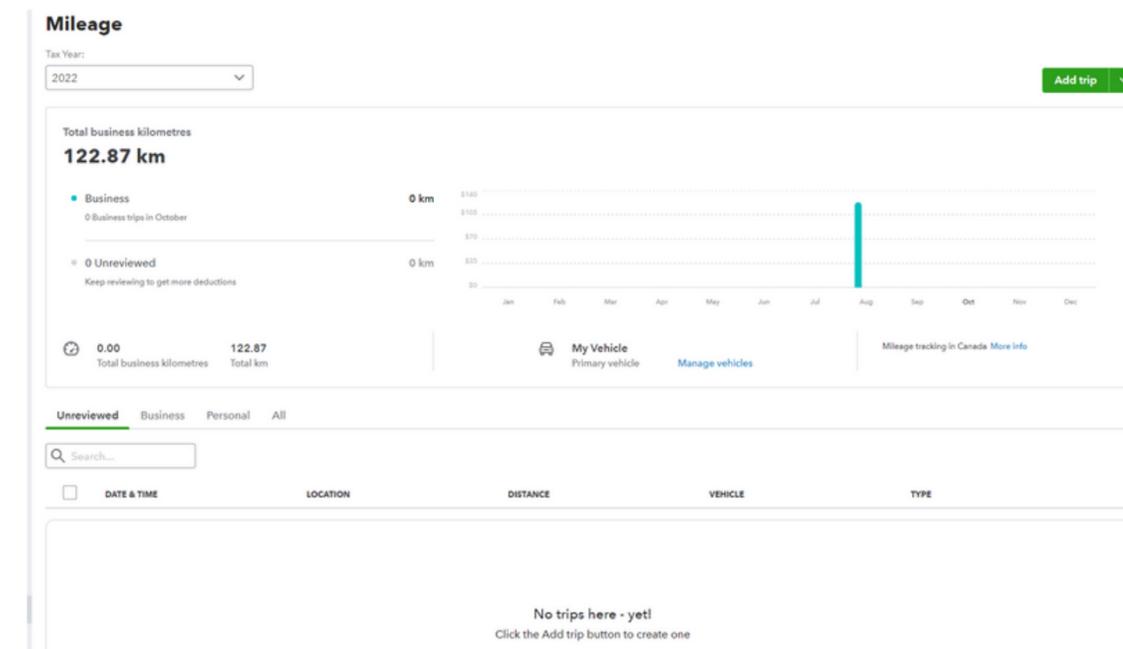


Mileage



Set up automatic Mileage tracking & track your trips:

1. Open the app on your mobile device, and open the Mileage tab.
2. Switch the toggle to turn on automatic mileage tracking. You'll also want to enable location services in your device's settings.
3. Categorize all of your trips by swiping LEFT (business) or RIGHT (personal)



Simple Bank Feeds

Set up Simple Bank Feeds:

1. Set up Receipts.
2. Explain rule set up.
3. Explain how the rules works.
4. Set up simple money out related rules.
5. Set up one of transactions.

The screenshot displays the QuickBooks interface. On the left is a dark sidebar menu with a '+ New' button at the top and various navigation options: Overview, Books to Tax, Dashboard, Banking (highlighted), Sales, Cash flow, Expenses, Payroll, Reports, Taxes, Mileage, Accounting, and My accountant. The main content area is titled 'Banking' and has sub-tabs for Banking, App transactions, Rules (active), Tags, and Receipts. Below the tabs is a 'Rules' section with the heading 'Save time with rules' and the sub-heading 'Make easy work of transaction review'. There is a link 'See how it works' and a section titled 'With QuickBooks, you make the rules!' containing three bullet points: 'Tell us how to categorize transactions in the way that is best for your business', 'Decide where to apply the rule—and how those transactions will be handled', and 'See and update all your rules—quickly and easily'. A 'Pro Tip' is also present. At the bottom of this section is a green 'Go to rules' button. On the right side of the main content area, a 'Create rule' dialog box is open. It asks 'What do you want to call this rule? *' with the input 'Home Depot'. Below that, it says 'Apply this to transactions that are' with 'Money out' selected in a dropdown and 'in Savings (1285)' in another dropdown. It then says 'and include the following:' with 'All' selected in a dropdown. Below that, there are three dropdowns: 'Description', 'Contains', and 'Home Depot'. At the bottom of the dialog is a '+ Add a condition' link.

Homework & Free Material

01

Homework

Finish an everyday transaction and set up the milage app on their phone so it works with their vehicle.

02

Free Material

GST Do's & Don'ts



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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