QuickBooks Online for Canada: Comprehensive

Academic Year 2022-2023

Chapter 10: Customizing and Extending Capabilities of QuickBooks Online

Learning Objectives

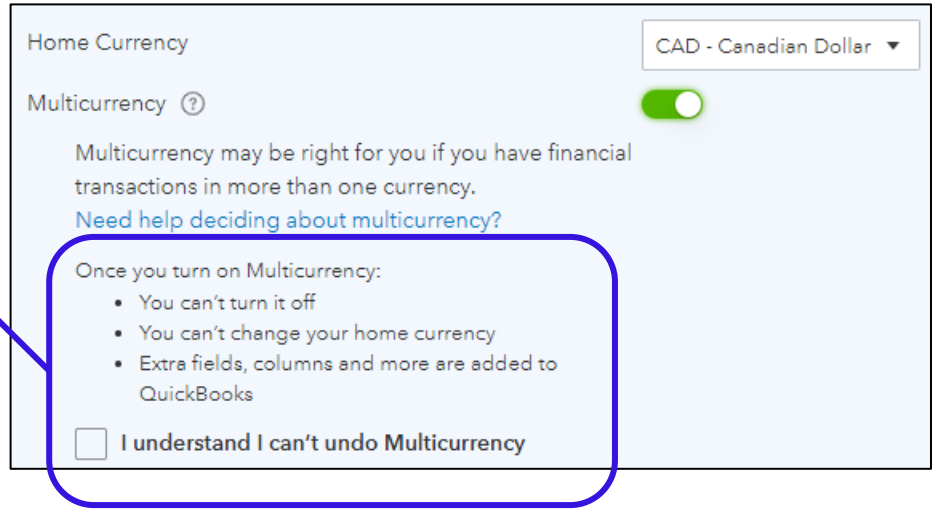
- Customize reports
- Save and send customized reports
- Use the audit log for accountability
- Export data without using reports
- Use keyboard shortcuts and search for QuickBooks Online integrated apps

Reports

- Reports centre
  - Organized by sections
    - Standard, customer and management reports
  - Make any standard template a favourite
    - Easy access
  - Customize reports to present the info most pertinent to your business
  - Schedule QBO to email customized reports to a distribution list

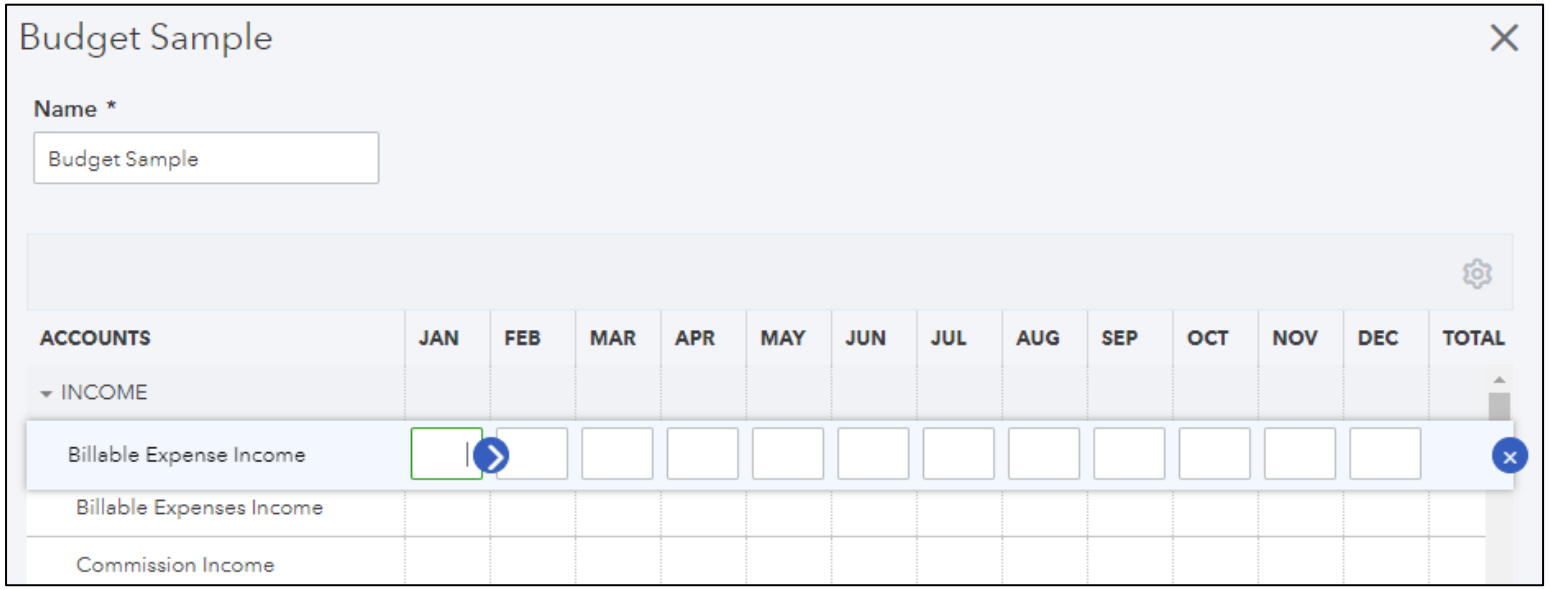
Multicurrency

- Invoice and post expenses in other currencies
- Exchange rates updated several times a day
- Once the multicurrency feature is active:
  - it cannot be turned off
  - the home currency cannot be changed



Budgets

- Predict future expenses and income
- Measure performance against predictions

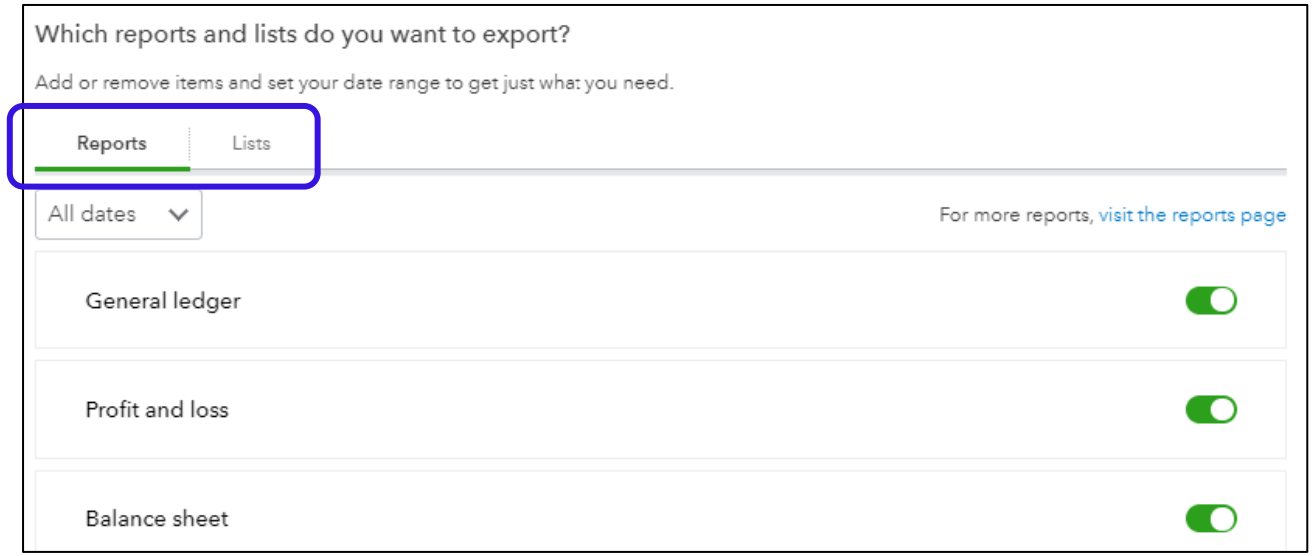


Class and Location Tracking

- Class Tracking
  - Track income/expenses by department, project, event, etc.
  - Excellent reporting capabilities
- Location Tracking
  - Produce financial information reports by location
  - One location per transaction form
  - Creates location details
    - Can be changed on sales transaction forms

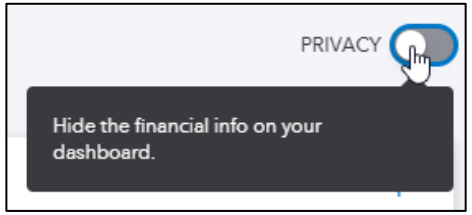
Additional Tools

- Export data from QBO
  - From multiple reports simultaneously
  - Various time frames
  - Export both reports and lists



Additional Tools (cont.)

- Protecting confidential information
  - User permissions
  - Privacy mode (Dashboard)



- Tracking changes to forms and transactions
  - Audit log – chronological list of activities performed
  - Audit history – who did what and when

Keyboard Shortcuts

- Open list of QBO shortcuts
  - Windows: Ctrl + Alt + ?
  - Mac: Ctrl + Option + ?

Keyboard Shortcuts

To use a shortcut, press and hold **ctrl/control** and **alt/option** at the same time. Then press one of the keys below.

On main pages, like the dashboard or customers

SHORTCUT KEY	ACTION
i	Invoice
w	Cheque
e	Estimate
x	Expense
r	Receive payment
c	Customers
v	Suppliers
a	Chart of accounts
l	Lists
h	Help
f	Global search
d	Focus the left menu
? or /	This dialog

On transactions, like an invoice or expense

SHORTCUT KEY	ACTION
x	Exit transaction view
c	Cancel out
s	Save and new
d	Save and close
m	Save and send
p	Print
? or /	This dialog

Extending Capabilities with Integrated Applications

- Third-party app to extend QBO capabilities
- Verify the app integrates with the Canadian QBO
- App store
  - Navigation bar
  - apps.com