

Extra layer of security.

2 year zero account.

So let's take a moment to look and see how we set that up.

So we can see here that I do already have mine set up.

So I'm just going to switch back to the slides to show you what that I look like for you.

Oh, and all you'd have to do is just you'll see set up multi-factor authentication, right over here.

If you haven't set it up yet.

So if you do have a smartphone, you'll need to get an authenticated app, either our offense Decatur app, which is called 0, verify or a third-party authentication app like Google up at Decatur.

And using 0, verify it eliminates.

The need for code.

It'll send you a push notification to your phone for a fast and easy way to authenticate your login.

You search 40 verify in the app store on your phone and then download the app to your smartphone.

You can open this year over there, by app on your phone and scan the code, that would be a super similar process.

If you're using another third-party authenticator app.

So, from the multi-factor screaming zero, you can scan the barcode and enter the key.

Can a Cota be generated? He'll then be prompted to set up security questions and answers.

You can enter an alternative email address as a backup.

Can confirm my email address? And then you are all set up and ready to go.

And this is a really great step for an added layer of security on your zero account.

So we're just going to come back to my account settings page here.

The other thing we can do from this green is we can choose our log and preferences.

So we could say that when we login, we wanted to be the last organization.

I was in or could be Ohq client.

I do also want to highlight our award-winning support and learning center eurocentral, which we can also access under our initials drop down.

So then we'll just click our initial here.

And then you'll see it learning at 0 Central.

So we'll just click on that.

And this is where you can access support articles.

Sign up for webinars, take selfies courses and you can contact our zero support team.

You may have noticed as well that the interface of 0 Central has been updated for a more modern and accessible experience and 95% of your questions can actually be answered 30 Central for a more tailored experience.

You want to be logged into 0 Central as it will learn about you as you go.

So it'll track your learning and your submitted support ticket.

And you do also want to make sure at the bottom here that you do have the region set correctly.

Sometimes what happens is if you're on a VPN it may have switched your region.

So you do want to check that.

Region is correct.

You are getting Canadian specific content and the right Canadian assessment as well.

So there are two tabs at the top here at the first one is the support tab.

And this is where you'll find support articles and troubleshooting guides.

So let's say, I wanted to learn a little more about the GF thst return on zero.

I could go ahead and type that in.

And I'm going to get applicable articles and we always recommend searching on zero Central before submitting a ticket with her support team, because it is a really great self-serve, option, and you can get the answers,.

you need, right? When you need them.

so let's say I take a lunch here and Let's do this article.

Still not finding what I'm looking for.

No problem.

You can contact your support just at the bottom here.

And you'll just fill out all of the information here.

So what you need help with a topic? Try to add as much detail as possible.

So then our support team does not.

They're what organization it is.

You can also invite your support into your organization.

So then they can take a look at exactly what you're having trouble with.

I mean you can also share it with someone as well.

So let's say both you and a colleague are both working on a specific zero account and you want to share the answer with the colleague as well as you can add them in there.

And as a partner, you also have the benefit of your ticket being pushed to the topic you to be answered as soon as you can.

The next time over the learning tab.

Is where you have access to our self-paced course and can sign up for live event.

So you could search by topic the same way we did in or so, I searched through the search bar the same way we didn't support, you could Browse by topic, choose a learning program.

We see here are in progress.

So like I mentioned earlier when you log into O Central, it'll track your progress to, let's say, you get halfway through the course and you want to come back to it.

You'll see that here.

You'll see our upcoming Live Events.

You can sign up for another webinar.

And then you also see recommended courses.

So these are going to be based on the courses that you've taken in the past so we can recommend some courses that be a really great next step for you.

And your central does also have content on business related topics.

So we have content on things like marketing leadership, Wellness.

So definitely check some of those out.

The other thing as well in the top right corner here, if you click on the little icon, you also see my cases.

So, went to submit a support to get.

You'll find that under my cases and you can come get a case with our supporting there.

So maybe you still have a question or maybe they need a little more information from you.

You can communicate with them for my case and you will also be able to see your previous cases.

So maybe you're having the same issue again and you can't remember how you solved it last time.

You can just come into my cases and take a look at that again.

So back in 08 Q.

Let's take a look at a few of the tabs on the top here and how they can create efficiencies for your practice.

The first time here is our client stop and this is our centralized list for all your clients.

So that's going to be those who are on zero and those not on zero just yet as well.

So here you can see, I have a few clients and they also have the option to go to zero and that'll take me to 30 organization.

If they weren't already on zero, you wouldn't see that option the way I hot here.

And having all your clients on this Central, Islip keeps your practice streamline and allows all your clients to use the reports available in Ohq.

You can also customize the column here.

You can decide what information you see on this list, like maybe you also want I'm subscription type.

You could add that in there.

You can also create client groups.

So here I created some for my bookkeeping clients.

You can also filter.

And then you also have the option to export this list as well.

And this is where you would add your clients in 20 to be able to select the chart of accounts template of their organization.

And we will be going over that in some more detail and a little bit.

Next is the report time here.

So this is where you can create an access report template for your entire practice at the firm level.

If you don't see the reports have it just means you haven't been given access at the practice level and you just need to be added.

You can see here that we have some templates that are ready to you.

Let's look at this, sole proprietor as an example.

So here you can see all the enota street or information populated we can open this drop down here to look at

some others.

Or we could go through using the directional.

Arrow keys here.

We could also customize the date range.

Banana under the options menu here.

You can publish preview for a client's.

If you wanted to see how it would look for a specific client.

You can do that.

Or you can also rename the template.

And once you've edited it, you can save it as a dropped or make it ready to use.

And the edit layout button in the bottom left corner here.

That will allow you to do further customizations to the report, but we will be covering that tomorrow in day 2.

Next is the active.

This is a really great place to communicate with your client.

You can create questions and send them to your clients who can then log into a secure environment and reply directly to you.

You can say goodbye to those never-ending email threads.

It can all be done from here and you can also see the status of those questions.

Actually have they stopped.

I'm so here you'll be able to see the staff were invited into your practice and what type of permissions they have to just click invite staff.

If we wanted to make a staff member.

And then last under the practice top is where the chart of accounts Library lives in Ohq.

And this allows for a more streamlined process to add a chart of accounts to a client's, use your organization.

And we have had quite a few exciting updates to the section.

So I'll walk you through some of those, you can select and use the provided template delicious going to a Charter account.

We can also make copies and customize a template or newly released.

You can import a charm account template through a CSV file.

So first, there is the charm account templates here.

And they do use the 4 digit code system, which is a little more consistent with Canadian company.

So we looked at this one here.

We see that kind of account template.

And let's see, there were just a few changes that you wanted to make the template for further customisation.

You could create a copy of the template.

Let's make a copy of this one here.

And we'll just call this example.

And so now I have this chart of accounts here and I can make those few minor edit.

So let's stay here.

Maybe.

I actually wanted to remove just a few accounts here and maybe this one here and let's do this one.

Well, I can go ahead and delete those accounts.

I know we also have the option to add a new account, so I could go ahead and add a new one.

Or maybe I just need to make a minor edit to one of the account.

I can go in and make that edit.

That's going to save you from creating that that template all over again.

When you just needed a few minor changes.

You can just go ahead and make those.

I'm a newly released you now, have the ability to import a chart of accounts CSV file directly, 20 issue.

Don't, let's give that one a try.

We're going to hit the green import template button in the top-right here.

Let's call this one.

Call this custom.

And then we would just need to drop our file in here.

If you don't already have the template, you can get that here.

And I do have a file example here so I can just show you what that looks like.

And what field you would need to hide.

Do the file, you import must only contain the supported field and it does need to be in the same order as to template any fields that are marked with an ostrich are mandatory.

The some of the information you enter like the tax code needs to exactly match the equivalent in zero and do know.

That system accounts can't be added on the import file, but they will be created automatically in the zero organization and zero Central does have a little more details on this if you need it.

So then what we can do is we could just select our file here.

Apple open up.

And his Dave.

And now I have my custom chart of accounts template there and similar to the example.

We looked at before, you can add delete and copy account.

You can edit them all those same permissions there.

I want to set up your template.

They're ready to use for any new.

Which cute? The example, if I was ready to add one of my existing clients, 20, I could come back over to my client's house.

And then I see my client here, who I'm looking to add to your girl.

I'll go to the three little dots at the end of the road here.

And then create a zero organization.

And you'll see here under what chart of accounts would you like to use? You can choose an option here? And we see that example, custom chart of accounts that we just created and we can choose.

that.

Then from there, we can either start a trial or we can buy now.

And that we would have that customize front of accounts, template already added to their zero organization.

Do you think me a chart of accounts library in Ohq allows for a more customized experience when getting your client setup on zero? Then the last thing I want to show you also under the practice,.

tab is the overview.

Do Under the overview.

Here, you'll be able to see things like, who your account manager is UT, but just right under here.

And if you aren't seeing any information on this page, the way I'm not, it may mean that you need to add clients before your assigned account manager.

You can also get to the demo company from the practice time.

And the demo company is a really, really great resource.

And it's actually one of my personal favorite feature.

Has anyone had a chance to try out the demo company yet, but your hand up if you have Perfect.

See a couple people there.

Excellent, good to see some people have tried it out.

Do it for those who haven't with the demo company is it's a fictional company that's preloaded with data, where you can try out different tools and workflows before implementing them in your actual your organization.

It's also a great way to show a client the features available in 0 and this is because the demo company can be reset whenever you would like.

It does reset itself every 28 days, but you can also do a manual reset.

So let's say you had a full day of potential client meeting and you wanted to be able to show them zero.

You could come in here and just reset the demo company before each meeting.

And we are going to be using the demo company from most of our example today.

So let's go ahead and get started.

So when you log into the demo company, you'll come to the dashboard screen is clean and simple to navigate.

And the dashboard shows you a quick overview of how the business is doing.

So we can see over here, our bank balances.

We can see our invoices that are owed to us, are bills to pay as well as an account watchlist.

Any count, watch list is great to put accounts on that would be helpful for your clients to keep an eye on it.

So maybe that's their sales tax or their entertainment and it will show you how to add accounts to the W West a little bit later.

Go back up at the top here.

You see our menus.

So we have the business time and this is were more of the day today features are, this is where you're going

to find things like your invoices and your Bells.

Next, we have the accounting job.

And this is where more of the accounting functionality is still find things like reporting manual journals, your chart of accounts.

Those are all things that are going to be under the Big Top.

I know we have any contacts tab.

So here you can add both your suppliers and customers contact information.

And then last over here, we had this little plus icon.

And that's where you can quickly out of transactions.

If you quickly wanted to add an invoice or a bill, you could just come in here and create that.

The first, I want to set up our organization settings.

It's going to be important for us at the accountant or bookkeeper to make sure that the client is setup correctly right from the beginning.

So, let's go to the accounting top and then we're going to go down into advanced.

Under advanced settings.

You'll see Financial settings.

So, since we are in the global demo company, the default currency is in US dollars, but in your life Canadian organization, and you'll likely have that set to Canadian dollars.

Here, you can set the financial year-end.

You can also set your sales tax basis.

Most businesses use accrual, but you do have the option to also do a cash basis or done.

If you'd like.

For the tax ID number you can enter in your clients 9 digit tax number.

I like for the display name is whatever talks their recording.

So maybe it's just thst or both.

And then you can also select the tax.

And the Soul line up with the reporting frequency, which people go into in a little bit as well.

Then we have our tasks default here.

We usually recommend tax exclusive, but you can choose whatever works best for your client.

I'm just going to choose taxes.

And we will be going over setting up tax rates a bit later when we look at some of those Canadian specific features.

The other thing you want to make sure I'm here.

Is that your timezone is correct.

The reason for this is, it will be used for time stamping on transactions and the audit Trail as well.

If you are using a currency conversions.

I'm in the last little section here is locked date.

The Walking Dead stop data from being changed, from being changed for a specific.

You do need to have the advisor role to set, lock date.

And there are actually two different types of lock dates.

So the first one here is a soft lock date.

And this means that those with a standard roll and Below, can't post.

this would be useful at times, like month end or year at Don't say someone does create an invoice after the state.

What's going to happen? The invoice created before the softlock date would be posted as a draft and it won't actually Hit The Ledger.

The second here is a hard lock date.

And this is where no one can make any changes? Your end would be a really good example, of a time where you might want to lock both.

You may also be wondering what if I made a mistake, or maybe I forgot to approve an invoice.

And I need to go in and make some changes.

Well, as the advisor, you do have the permission to remove the lock date.

You can go in fix the mistake and then you can read lock it.

So now that we've made the necessary setting adjustments to our clients organization, we're going to want to spend some time on their chart of accounts.

We're also going to find our chart of accounts under the accounting tab.

And advance.

And again, we'll find them under the advanced settings and are chart of accounts.

And you can also star off any of these that you would like to have quicker access to.

So because I have that one start off.

I could find that under my bed section here and go directly into my chart of accounts.

The chart of accounts in need demo company is a default chart of account.

So that's why you'll see that three-digit code here.

But as we saw with the templates on 08 cue, you can add the four-digit account in a live Canadian organization.

The tags up here, allow you to filter by account type.

We can also see the tax rate associated with each of the accounts and the year-to-date.

And I've mentioned, you can customize the chart of accounts list here at the client level as well.

So, let's see how we can add a new account.

So we'll just click add account.

And I'm actually going to have an account for unsee respond because I'm going to use it a little later.

So I'm going to set it up as a current asset.

And this is really important because it does impact where it shows on your financial statement.

You want to make sure you do choose the right one.

I'm going to make this 125 and when I Tab out, I see that lights up, green.

Just letting me know that I haven't use this code yet and it is available.

Then I'm going to name this unrepresented funds.

And we're going to keep that as tax exempt here.

I do want to enable payments to this account and I'm also going to show it on the dashboard watch list.

So it appears on that account wash that we start earlier.

And then, I'll head state.

You can also edit an account if you want.

So, let's say we were looking at our expenses time.

And we're looking through some of these.

I made we notice superannuation.

So it's not really a term.

We use in Canada.

So I'm actually just going to change this to benefits.

I can come in here.

And we can also change that description.

Perfect.

And then there's also the option to have a reporter named.

If you'd like the account have a different name on report.

You just click that here.

And the description is always helpful to ensure consistent coding.

Especially if you do have clients, Cody and Sierra.

And again, if we wanted to show this on our account watchlist, all we would have to do is show on dashboard watch list.

You may also notice that there's a padlock icon next to some of the account.

So these are locked as system accounts and it's because certain transactions have hit or clear at the account.

And locked accounts.

Do you have a specific purpose and they cannot be deleted or archived? So if we have her over one, we can see what the purpose is.

So let's say I wanted to take a look at my office expenses year.

I hover over, we can see that, there's actually a repeating transaction on this one, and that's why we can't delete or archive it, and why it's locked.

Do frogs a fool with this one that does have the repeating transaction.

We would need to go and remove the repeating transaction first, and then we would be able to go ahead and archive it.

We also clean up the accounts before the client starts posting.

For example, I might want you maybe I want to Archive international travel and unfortunately looks like international travel is not going to be a common thing quite yet.

So we're going to go ahead and archives.

Archive.

And hit, okay.

And hopefully we will be able to do a little more international travel again in the future.

So no problem.

I can come back in and I can restore that account and make it active at a later date if I needed to.

You can also add a bank account from the street.

So I'll show you how you can add it here, and you can also add it in my bank account screen.

So let's add an employee's business credit card here.

We're just going to hit add bank account.

This one is nrbc account.

And this one we're going to call John credit card.

We can pick our account code.

C-130.

And we can also choose our account type.

This one is a credit cards that will choose credit card.

I didn't that information there and then we'll hit continue.

Imperfect.

We have now added John's credit card in Going to take a quick peek at the chart here to see if we have any questions.

Alright, perfect.

So now we're going to head over to the conversion balance.

It will allow you to set a date for when your client will start using zero for their day today transactions.

so, if we go into again, our accounting Tab and advanced And then we go down into the kind of burgers are balances.

And the conversion balance feature in 0 is useful, when your clients prior-year hasn't ended yet, but you want to get them up and running on zero.

The first thing we want to do is we want to add our conversion date here.

And in a perfect world, you would want to convert at the start of a financial year.

However, you can convert at any time but it is important that it isn't in the middle of a sales tax reporting.

So another good time would be after a sales tax reporting.

Like the beginning of a quarter.

Do you want to choose the end of a reporting.

Just to make things cleaner? Nevermind sample, I'm going to stay January and will do a 2020.

And hit save.

So, I'm going to want to add my balances from December 31st.

And the only transactions I should be entering before the state or unpaid invoices and bills.

So now we can see that the top here has updated the date.

And we can show all accounts.

And here, I can see all my accounts.

So there's no need to create manual journal entries because you can just come back in here and make those adjustments.

So next thing, we're going to do here as we need to add in our bank balances.

And for the bank balance, you want to use the bounce on the actual bank account and not the accrual balance from the previous accounting system.

And the reason for this is, we may have funds that we put through the accounting system, but haven't cleared the bank yet.

So this means when the statement line comes through the bank seed, we will have accounted for it twice.

If we don't use the actual bank accounts, and of course, we don't want that.

So now, let's say the previous accounting system is showing the savings account balance as 2550.

But we want to enter the actual bank balance as shown on the bank statement on December 31st, which was actually \$2,000.

And why might those turtles be different? It's because we have a transaction that hasn't cleared the bank yet.

So I want to do a one-time allocation here.

So what we're going to do is work on but our outstanding amount of \$550 in that unrepresented funds account.

Up there.

That's right at the top.

The last 550 and our bank was 2000.

And since this outstanding amount here is a deposit, will put it under debit.

But if it was an outstanding check, when we just put it under credit, you don't want to start reconciling until you've added your accounts receivable and accounts payable.

But for now, we're just going to leave our accounts receivable and accounts payable at zero and we'll come back later when the client has finished their year-end to add in those figures.

And then you may notice down at the bottom here.

We are not balanced.

So, what we're going to do here is we're just going to adjust our retained earnings.

Here we go or balanced, perfect.

We can go ahead and save those.

So now back up at the top here, you'll see the comparative balances button.

So, if we had.

0 allows you to enter prior-year computer comparative balances for as many years as you'd like, so this is going to be super helpful.

When you're moving clients over to Gerald without all of their transactional history.

Do you want to use their statements to enter the balances for each year? And then you'll be able to pull reports to compare the previous years? If we head back over to our dashboard.

But take care of that \$550 that we had.

So we can see here under.

Unpresented buns here, that we have that \$550.

If we go ahead and click in to reconcile our savings account.

Received from Rex media that \$550.

So we're going to do if you want to fill out the who so that was Rex media.

Will put in the accounts.

That was the unpresented funds.

And then, for why, I'm just going to say that this was an outstanding deposit from a previous system.

And then we can go ahead and we can click okay to reconcile.

And now if we went back to your dashboard.

Under account watchlist, we see that the account has been cleared out and is now at zero, that's exactly what

we wanted.

So now what are we going to do with that unpresented, buns account? You probably don't want clients posting to this account.

We're going to go ahead and archive it.

So we're going to do is come to our accounting tab into our chart of accounts.

I never going to find that account here and we're just going to hit or Kai.

And as I mentioned earlier, you can make an archived account active.

At any time, if he did me make little mistake and maybe you just need to use it again, for something else.

No problem.

You can bring that back.

So now, let's say that the client has their accounts receivable completed.

We're going to want to go back to our conversion, bounce screen, and enter.

In that balance.

Welcome back into our conversion.

Balance is I will enter in that balance.

So, if we come down to our accounts receivable.

Dash of 21,000 in outstanding invoices.

We're going to add that in there.

Now, we come back to the bottom.

We again are not balanced or just going to adjust that retained earnings.

And we're balance now.

Perfect.

And we'll go ahead and click save again.

So this time you'll notice something a little bit different.

This time.

It didn't just save for us, it actually flag that we're out.

So we'll want to do an import of those outstanding sales invoices that make up that \$21,000.

And if it was just one invoice we could just go ahead and manually enter that no problem.

You just go ahead and add that invoice.

But if you do have more, it is a lot easier to just import them on the sales screen.

I'll show you how you can go ahead and do that.

Do we have the business time here? I know we go down into our sales overview.

We can go ahead and hit that import button.

I do have an import file ready.

So I can just show you again with those fields look like and what does need to be filled out? The sum of the fields are mandatory and some you don't need to worry about.

One thing you might notice right away, is that customer 3 is on here twice.

And it also has the same invoice number.

So, the reason for this is that there's more than one line item on.

This invoice will need to break out each line for invoices that do have multiple lines.

I know we have our invoice date here and we have our due date.

Aladdin, the description field because of distortion field is mandatory.

Will a dinner quantity? Unit amount? Our account code and tax type.

And I have tax-exempt years since I've already accounted for sales on the conversion valve screen.

Do we have our file here? We can go ahead and in, Florida.

And if you did need the template, you can download it here.

Albertsons.

Import.

These invoices will come through as a draft and won't actually Hit The Ledger until they're approved.

They will go ahead and complete that import.

And over here, back on our invoices screen.

We see all of them as draft.

We can go ahead and make sure that they did come through correctly.

First.

Let's use that customer 3, as an example.

Perfect.

We see both of those line items there.

That's exactly what we wanted.

So now we can go back and we can go ahead and choose all three of these, and we can approve them.

So now The Ledger and will be balanced and you would follow the same process if you were doing accounts payable bounce as well.

So we are almost at the top of the hour here.

So we're just going to take a little break.

CC will take a little bit of a longer break just so I can help get through some of those questions that have come through, will take about a 5 to 10 minute break here.

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best and play with you if you have to try i can't Go On without you just Have a nice day from all over again if I hope I need you my heart and you're a Deus.

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é muito familiar current World population health and overall Baby one and helpful and tinhas que andaram aqui é o rabo é Filipe your Soul with my guest house of work and with a dizer foi uma.

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I only want you se tu não é que ficou o Veríssimo fishers e um bom feriado ficaste até logo I was going to quickly switch over to a Canadian example here.

The first one I want to go over his checks.

Can get two checks by going to the business, Tom.

And then all the way at the bottom, you'll see checks.

So, we understand that your clients might not be ready to go completely paperless and he might still be using checks.

You can customize the way checks look by just hitting edit check styles.

Then we have options and edit and we can move around these.

We can change the layout.

We do find that free printed stock does work.

Best for Canada.

We can change the font.

We can also change the date for my here.

And what's included? Send Jessica Lowe.

We also see departures and again, you can choose what is included on that.

Do another Canadian specific feature is sales tax.

Do we go to our accounting tab here? And then, we going to Advanced.

My internet's going to be a little slow today.

And then under advanced settings.

We see tax rates.

So as we can see, Zero has the tax rates already set up for each province or territory in Canada.

And you might also notice for the Ontario example here that we have to race for each.

So we have one for sales and one for purchases.

There is the option to have a custom rate as well.

And all you have to do is hit new tax rate for that.

However, it is best to edit an existing rate.

If you do need to make changes and this is because if you don't, if you don't set up the new tax rate correctly, it won't flow through.

Aren't you? The gft Hsu return or any of the other reports and we will head into the GF thst return next so I can show you.

Switch over to a different organization that will have a better example here.

So we're going to go under our accounting Todd.

And this time, we're going to go in to report.

and then under the taxes section.

We'll see the GF thst return.

So in the return dashboard here, you can see the attacks.

We can see the status and then if there's an amount owing Road.

If we click into a return, so let's use this one here.

We can see all of those numbers and that if we go over to the next tag, transactions by line number.

You can see what transactions make up each line.

And you can also see transactions that are not included.

We come back to the face at the return here.

You have a couple options at the bottom.

Here.

You can save as draft.

Maybe you're still working on it and you want to Circle back to it.

You can just save it as a draft.

Or you can also finalize it but they are now ready to submit a return with the CRA.

You can go ahead and finalize that.

We come back into our report.

We've recently released a few more for other provinces as well.

And again, you can find those under the tax and balances section.

Let's look at the British Columbia 14, another example.

Dolores is going to look super similar to the GS thst one.

I can if we click into 1.

We see all the boxes there.

If we go over to transactions by boxer.

We can sort by column.

We can also filter as well, so we could see just a specific box or maybe want to see transactions.

Not loot.

It is a really great way to see if there are any mistakes.

Maybe you noticed one that hasn't been included, but actually should have been included.

Then you can go ahead and edit that.

And then we, do you still have one more.

We do still have these sales tax report as well.

We do have webinars running for each of these returns.

So if you had over 20 Central and that live webinar section, you will find them all listed there.

Who's going to head back over to our demo company? So, back in the demo company, we're going to take a look at contacts.

So it's just the last one here.

We've recently made some changes to the contacts section.

So this is going to be everyone the business interacts with Along the top.

You can filter for different types of contacts, or we can search for a specific contact.

Aduro, will automatically group the contact as a customer or supplier once a transaction occurs, when you first add them all and they are going to show under this all category.

But then once you either create an invoice or a bill, they will automatically go under either customers or suppliers.

You can also create groups for your contacts if you want to organize further, or if you want to bulk invoice them.

Example, let's say you have a not-for-profit client that has an annual subscription fee.

You can go ahead and create a group with all the customers and then you can send one and waste to the whole group in just a few clicks.

Another thing you might notice here, if we take a look at Bayside clubs, you'll see that there is no amount shown for you, owe them as well as they owe you.

So they are both A supplier and a customer but we have that here, as one contact for a more streamlined list.

If we go ahead and look at Bayside Club here.

We can see all the details of this contact.

So we can see down here the activity.

We can also see notes.

Email.

And let's say that that contract that I mentioned earlier, that I hadn't filed is actually for Bayside club.

We can click on this little style icon at the top here.

Alamo select from our file Library.

We want.

Service agreement and we're going to add a file.

So anytime you see that little icon that does mean you can add a file the perfect.

Now we have that there for a reference.

You can also view map.

So maybe you were actually going to meet the client or maybe you were doing a delivery if you can be right there.

What are needed to make a few changes.

I'll just hit edit in the top right corner here.

And here we can edit the details as needed.

Another nice feature here is you can actually add five additional emails to include with that contact.

So let's say there is more than one person at the business that you are in regular contact with.

You can add them in there and you can also say if you want to include them on the emails or not.

If we scroll down a little bit.

We can also add a default account.

We could add a default tracking category.

And we could also add a default tax rate.

And this is really going to save us time when we go to invoice the client, and we can always make changes on the invoice level.

If we needed to make a one-off change here and there.

Another nice thing that we can add is credit limits.

So let's say I have someone and I want to make sure that they don't spend over or they don't have a credit of over \$1,000, so I can add in that thousand dollars there.

And that I can choose whether we want, do not block sending invoices past credit limit, or maybe we actually want to block, sending them any more invoices.

If they're past this hundred-thousand-dollar 100,000 just \$1,000 that they are.

And we'll just go ahead and save all of this.

Next up, we're going to go over products and services, so we can find those under the business tab.

And then down here.

We'll see products and services.

Lucas is zeros light inventory feature, which works with average cost only if you need fifo, you can use one of our many third-party apps available through the marketplace.

And selling a product and service items makes creating invoices and bills and 0, very streamlined process.

There two ways Euro, keep track of inventory.

There's tracked, an untracked.

Truck inventory, helps you to manage the quantity of stock on hand, and the value of it on the balance sheet.

Let's look at an example here.

Let's look at this.

Large black T-shirt.

We can add a photo if we want.

And we could also under, we recently, change the screen here.

So let's say we need to make an adjustment.

We can just hit new adjustment.

And here we could stay.

Let's say this client did inventory and found out that one of the t-shirts is actually stained.

And of course, we're not going to sell this damn t-shirt.

We need to go ahead and make that adjustment.

So we're going to say, decrease the quantity by 1.

We want our adjustment account.

Let's do cost of goods sold.

And for reference, I'm just going to say that it was stained.

And that will hit next.

Will review that looks right.

And post that adjustment and now that's updated our quantity on hand.

We could also archive the item, and we can also edit if needed.

Then we come back to your inventory page here.

The next one is on track inventory, and this doesn't keep an item count, but it's used for sales purchases or description, only items.

Let's use this example here.

Don't let's say we have this book here and it's actually selling way more than we expected.

So, we actually want to go ahead and track this now.

One thing you want to make sure of is that you do want to make that change, because we can make an untracked item or service truck, but we can't make something but shocked untracked.

I will go ahead and added this item.

And I just want to hit track inventory item.

You want to set your inventory asset account? It will also update the cost of good sold.

Perfect.

And then we can go ahead and pay it stay.

So now that we have moved it over to tract, we wouldn't be able to move it back to an untracked item.

We do want to make sure that that is what we want to do.

Do the other thing as well is this doesn't make it easy to see the cost vs Dale.

So like for example with these golf balls here, we can see how much the client bought them for a week and

also see how much they're selling them for.

You can also add your services in here.

Like we see what these project management ones.

You could also add in.

So let's say you had a subcontractor, you could add in their daily rate under the purchases section there.

And all of this information does pull through into invoicing.

So it'll all fill out and your client can be out on a job and easily and correctly.

Make an invoice and send it out right there.

And then I told like this are really Making invoicing easy.

And it also leaves less room for error, which is always great.

If we go back on our dashboard year.

And we look under invoices owed to us.

We can get a quick snapshot of the sales just straight from the dashboard here.

Let's click into the awaiting payment.

Here we can see a list, a list of invoices that are awaiting payment.

The expected payment date over here is a really, really great option.

You can add in notes as well.

So let's say I spoke with Marine systems today.

And they actually told me that they are going to pay on Friday.

So I could say spoke to John.

Orangutan, Friday and Bullhead.

So this is going to be really great for record-keeping and her forecasting as well.

So let's say, I also received numerous checks through the week and there were various and Boyce's and we would like to have that one deposit be allocated to the different invoices.

We can then go ahead and do a Bosch deposit.

So let's select the invoices that be on here.

So let's do with your big five club and will also do Ridgeway Universe University.

At least we're both paid by checks.

We're going to go ahead and head deposit.

Actually look sidewalk will do 3.

So now, I created my box deposit here will want to add our payment date.

The reference number so that can be who deposited the check at the bank.

Or in this case.

We'll just a deposit by ATM.

And we want to select the bank account that the check, the checks are deposited into.

So, in this case, it was my business bank account.

Show me want to add a reference or check number.

And now we have our backs deposit created.

We can go ahead and hit deposit.

Are we now also have the option to print this deposit which is really great for record-keeping.

So if we went ahead and hit select print deposit PDF That's going to go ahead and download right onto my computer and I can open that.

And see the Box deposit.

The other thing that's really nice with this as well as you can also send receipt.

So this allows you to send an acknowledgement of payment receipt to your customer and you can use the templates that we set up earlier to make sure the branding is consistent.

And then, you can also send a copy of that receipt to yourself.

So just at the bottom, you'll see, send me a copy.

After the deposit has been made, you can attach a copy of the receipt from the bank, just right here.

So Dan, anytime you see that little icon, there.

It does mean you can add a file.

And now let's say we actually need to make some edits to this batch deposit.

No problem.

You can do that by clicking on the options button and then just edit batch.

So now we're going to take a look at the sales overview, which is going to provide a snapshot of the status of

invoices and quotes.

So we're going to go to our business time and it to Sales overview.

So here's where you can search for and edit existing transactions.

We can create new ones or send customer statement.

We can see the graph here for an estimate of money coming in based on the invoice, due date, or expected date like we added earlier.

We can also see which customers are worse than most and what's overdue.

I take a quick pause here to see if there's any questions.

Perfect.

Looks like Blair has it covered.

So if we go ahead and click on the new drop down here, we have a few different options.

So we can create a repeating invoice down here.

Just a regular invoice, a quote.

And you'd want to create a repeating invoice.

If you have an invoice that is sent to a customer on a regular basis and it mostly has the same details.

So, let's see what that will look like.

So we do have three options here for the repeating invoice.

We can save as draft.

So what's up? That's going to do is it's going to create the draft invoice for you.

Each.

Let's say you have it set to month each month.

Then there's a crew.

So what this is going to do with its going to create the invoice and approve it for you.

Or with the last option here.

You actually are going to take it even a step further.

And you can have that invoice created for you approved and automatically sent out to your customer.

For now, I'm just going to save this as a draft.

So we're going to add in our due date here.

So we want this invoice is going to start on December 8th, and we want it to be.

Do say, 10 days of the following month.

We can also add an optional end date if we wanted here.

So maybe we had a three-month contract and we just want this to repeat for three months.

He could do that here.

This invoice is going to be for.

Carlton functions.

A land from the drop down here.

We can choose one of our options here in this is because we already set those up in our products and services.

So you can see how that that would be a better time here.

And I mean, we choose that you can see that the fields are automatically populated for them, which is great because you do need the description field before you'll be able to approve an invoice.

That is one of the mandatory.

So, let's go ahead and hit stage.

And now, if we go back to the all talk here.

Once we have the invoices, the way we want, we can click into one of them.

Let's use this example here and then under invoice option.

We have the option to go ahead and share the invoice.

And what that's going to do is share it with the link.

We could also print PDF or we could also email.

And when we email it, we can also choose to send a copy to ourselves or options to get that out again or to email and we can send a copy to our cell.

We could print it.

And we can also share the invoice with the link.

If we go back to our sales overview.

Let's say we need to issue a credit.

Now.

You might remember that under the new drop-down credit.

No was there and we could definitely create a credit note that way but there's actually an easier and better way to create a credit note and that's directly from the invoice for going to go over.

tomorrow waiting payment tab.

And let's use this example here.

So, what we can do now is under invoice options.

We can see add credit note to right, click on that.

And then we can just go ahead and remove one of the lines.

You'll see here that it shows credit note.

Perfect.

And it's also, if we approve that.

You can see that it's been updated with the new amount.

Do it does mention the credit note here and then we can go ahead and email that out or we could share it using that link.

We could also under invoice option.

We could copy it to a new invoice if we want it.

And wanting to know when you are creating a new invoice.

There's also be classic and a new invoicing screen.

But this is the classic invoice and this auction is good.

If you are in a province that has provincial sales tax, as it allows you to show the two tax rates on the invoice.

Alternatively, you can switch over to the new invoicing by just looking that little icon at the bottom there.

And we are working to further improve the new invoicing and in the future.

It will be the better option to you.

So with new invoice saying the invoices save automatically as a draft and you're able to add a discount by dollar value or by percentage, but it won't break those side, tax rates down for you quite.

that.

So you are in a promise that requires that you do want to use the classic invoicing.

The next thing I do want to go over is billed and purchases.

So once we have all that money coming in, we are going to need to manage those bills that we need to pay as well.

So we're going to go to the business hub.

And then we're going to go in to do a purchase overview.

So the screen is similar to the sail screen, we looked at, but there are a few differences that I'd like to go over.

So we can use the graph here to view the upcoming bills.

We can slide it across.

Just like this.

See any upcoming bills and we do see we have a bill coming up here and then we can just make sure we do have the money to pay that bill.

if we go click into the awaiting payment top, Another nice thing here, is the plan date section.

This is pretty similar to those expected dates that we added in our invoices.

So here we can go ahead and add a plan date.

We could also choose multiple bills here.

So let's add one here will pay this in February.

Spino pay January.

And maybe this one we should probably pay in December.

And you'll see now this schedule, a plan payment for it to pop up.

Alice is going to be really great for forecasting.

We can create a repeating bill as well.

So if you hit new bill.

New repeating Bell.

Again, super similar to the repeating invoice.

So this is going to be great.

If you do have some of those bills that didn't really change too much each month.

So you just want to have those automatically created for you.

So again, we can add in the frequency date.

So it's every month or week.

The due date and the ending and again we can have this save as a draft.

So let's say it's something like insurance and it's a monthly bill so we can go ahead and create a repeating bill and we could even send that one to approve since it's usually a fixed amount,.

doesn't really change much.

We probably won't need to make money at it.

Or we can also save as draft.

So let's it with something more like a phone bill and that can change from time to time.

We want to save that as a draft.

And most of it is populated for us each month.

You might just want to go in and make a couple changes here and there.

Do the other thing you can do as well? if we come into, Purple section here.

You can also create a bill from an email.

So this would be really great for those one-off bills that you might receive through email, that have a PDF attachment.

All you would have to do is for the bill to this unique, email address here and it'll create a draft bill with the PDF attached.

And if it's a more common occurrence than you can set up automatic email, forwarding from this contact to this email address, maybe a little time.

And then the last thing I wanted to touch on for a billable expenses.

Is, let's say you have a bill that actually needs to be passed on.

All we can do is go into our bill here.

And then we want to go Bill options and edit.

And now you'll see assign expenses to a customer pop up.

So we could go ahead and choose our customer here.

Don't forget to check off the box for the items.

So we could choose.

Customer or we can also decide customer later.

Do for this example? I'm just going to decide the customer later.

And we could also assign it.

So here we could have Financial customer or we could also assign it to a project as well and I'll just head.

Okay.

Take another Paws here for questions.

All right, so that is bringing us to the end of day one.

So now, what is assessment time? You can take the assessment today, or you can do both tomorrow if you want.

Going to hop back in 20 Central so I can show you where to find that.

So to get 20 Central from year zero organization, you can click on me? Icon in the top-right here.

And then just go to 0 Central.

And then under the learning tab.

If we go down to the upcoming Live Events and back in 20 advisor certification, where we sign up for today's webinar.

We go down to the bottom.

You'll see us estimate one and assessment to do assessment.

One is going to be from today's session.

And we can go ahead and complete that assessment.

I have seen a few questions come in about a recording so we don't send a recording of the advisor certification, but we do also have an option for SL space court.

So if you did want to go back and kind of just got to refresh on something that we talked about today.

If we go back, we can search for advisor certification.

And then you will see that self-paced course as well.

You can come back and look at all that information there.

The other thing I wanted to show you as well.

Under your little icon, in the top-right here.

if you go under my learning, And scroll down here.

Once both sessions are done.

You've completed both assessment.

This is where you will find your advisor certification and we will do a little refresh of this tomorrow, as well.

As if you forget no worries.

We can walk through tomorrow as well.

I've also seen a couple questions come in about a timeframe for completing the assessment.

So there isn't a time frame on, you can do them when you would like.

We just generally recommend doing them kind of as soon as you can.

While all that information is fresh.

So, thank you so much for joining us today.

We will see you tomorrow for a day to same time, same place.

And you can get the zoom link through your email confirmation, or you can log in directly through O Central.

And once again, thank you for joining us and have a great rest of your day.