

How to be successful in this class!

1. During Class:
 - I will go over the tutorial with you as a group. I do this because I can show you additional techniques and tricks that aren't in the book.
 - If you are an advanced student and I'm going too slow for you, open up the sample file at qbo.intuit.com/redirect/testdrive and follow along.
2. If you're not sure where I am, how I did something, etc., ALWAYS ASK! That's why I'm here!
3. You will have class time to do homework assignments. Technically, homework is optional, unless you want CPE...then it's required. Anything you don't finish in class you must complete on your own time.
4. Certifications:
 - After taking this class you will be qualified to take the Certiport QuickBooks User Certification Exam.
 - You will also be 90% ready to take the QuickBooks ProAdvisor Level 1 and Level 2 certifications. We don't cover the ProAdvisor QBO for Accountants content, but you can brush up on that inside the ProAdvisor Training Portal.
 - I HIGHLY recommend you take these exams at the end of the semester.
 - The material will be fresh in your mind, it looks fabulous on your résumé and may be what gets you the job or a promotion, and you can use the logo on your business card.
5. There is a Class Forum in the course where you can ask questions.
 - *Please ask me about your questions and concerns. I can't help you if you don't tell me!*

Student Syllabus

How to do your homework:

1. Alicia will invite you to your student file, and we will start the exercise as a group to make sure everyone is on the same page. After that, the homework will be self-paced.
2. Follow the Apply Your Knowledge steps to build your file.
3. Refer to the chapter as a guide. Flip back and forth between the HW assignment with the scenario and the steps on how to do it in the chapter.
4. Turn in the printouts by uploading to the Assessments dropbox in the course.
5. Be sure to correct your errors before moving on to the next chapter, or your next homework assignments may also contain mistakes.
6. If you want CPE, be sure to take the Quizzes in the course at learn.royalwise.com.

Session	Assignments	Topics
1 July 21 Introductory Session	DO NOT ACCEPT THE INVITE YET!	● Review Course Syllabus ● Review Class Policies ● Review OWLS class portal ● Take study group survey ● Make sure books are ordered ● Send class invites ● Review book preface

2 July 23 Chapter 1: About QuickBooks Online	Assignments: 1. Chapter 1: Lesson Quiz in the OWLS 2. Apply Your Knowledge (Homework)	• The QuickBooks Online Ecosystem • QuickBooks Online vs. QuickBooks Desktop • Third-party Apps • QuickBooks Online Versions • QuickBooks Online for Accountants • Accounting 101 • Using a Browser to Access QBO • Working with QuickBooks Online Files • QuickBooks Online Updates and New Features • Backing Up QBO Files • QuickBooks Online's Interface • Entering Transactions in QuickBooks Online • QuickBooks Online Help
3 July 28 Chapter 2: Setting Up QuickBooks Online	Assignments: 1. Accept your Imagine Photography invitation 2. Chapter 2: Lesson Quiz in the OWLS	• Starting a New QuickBooks Online Company • Configuring Account and Settings • Setting Up the Chart of Accounts • Setting Up Products & Services • Importing Lists
4 July 30	Lab Day!	<i>Catch up on assignments</i> <i>Get help</i>
5 Aug 4 Chapter 3: Customizing QBO	Assignments: 1. Chapter 3: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Customizing Lists • Implementing Custom Fields • Activating Class Tracking • Setting Up Sales Tax • Customizing Sales Forms • Adding Users and Passwords
6 Aug 6 Chapter 4: Customer Sales	Assignments: 1. Chapter 4: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Configuring the Sales Settings • Tracking Company Sales • Setting Up Customers • Recording Sales • Receiving Payments from Customers • Creating Invoices • Making Bank Deposits • Running Accounts Receivable Reports
7 Aug 11	Lab Day!	<i>Catch up on assignments</i> <i>Get help</i>

8 Aug 13 Chapter 5: Vendor Expenses	Assignments: 1. Chapter 5: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Configuring the Expenses Settings • Tracking Company Expenses • Setting up Vendors • Tracking Job Costs • Entering Bills • Paying Bills • Using Credit Cards • Writing Checks • Handling Petty Cash • Running Accounts Payable Reports
9 Aug 18 Chapter 6: Accrual Accounting	Assignments: 1. Chapter 6: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Controlling the Automation • Recording and Applying Credit Memos • Creating Customer Refunds • Delayed Charges and Delayed Credits • Generating Customer Statements • Sending Payment Reminders • Adding Late Fees • Handling Bounced Checks • Recording and Applying Vendor Credits • Creating Vendor Refunds • What To Do If Your Check Bounces • Paying Sales Tax
10 Aug 20	Lab Day!	<i>Catch up on assignments</i> <i>Get help</i>
11 Aug 25 Chapter 7: Banking and Reconciliation	Assignments: 1. Chapter 7: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• The Bank Transactions Feed • Using the Bank Transactions feed for Data Entry • Creating Rules • Viewing the Bank Register • How NOT to use the Bank Transactions feed • Importing Transactions Downloaded from Your Bank • Reconciling Bank Accounts • Finding Errors During Bank Reconciliation • Bank Reconciliation Reports • Reconciling Credit Card Accounts

12 Aug 27 Chapter 8: Reports	Assignments: 1. Chapter 8: Lesson Quiz in the OWLS 2. Apply Your Knowledge	● Finding Transactions ● Cash vs. Accrual Reporting ● Types of Reports ● The Reports Center ● Accounting Reports ● Business Management Reports ● Accounts Receivable and Accounts Payable Reports ● Sales Reports ● Customizing Reports ● Printing Reports ● Exporting Reports to Spreadsheets
13 Sep 1	Labor Day, No Class	
14 Sep 3 Chapter 9: Advanced Workflows	Assignments: 1. Chapter 9: Lesson Quiz in the OWLS 2. Apply Your Knowledge	● Transferring Funds Between Accounts ● The Receipts Center ● Tracking Vehicle Mileage ● The Contractors Center ● Creating Recurring Transactions ● Using Journal Entries ● Managing Loans ● Applying Price Rules ● Zero-Dollar Checks and Sales Receipts ● Bartering ● The Audit Log
15 Sep 8 Chapter 10: Case Study	It's time for the Case Study, a brand-new student file for YinYang Graphic Design.	● All the case study does is tell you what to set up and do in the file...the steps are up to you! You can work from memory and experience, or refer back to the instructions in the book.
16 Sep 10	Lab Day! Case Study Or Catch Up!	<i>Catch up on assignments</i> <i>Get help</i>

17 Sep 15 Chapter 11: Projects and Job Costing	Assignments: 1. Chapter 11: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Working with Estimates • Using the Projects Center • Using Progress Invoicing • Creating Purchase Orders from Estimates • Tracking Estimates • Taking Customer Deposits on Work to Be Performed • Managing Vendor Deposits • Billable Expense Reimbursement • Using Two-Sided Items • Labor Costing • Running Job Costing Reports
18 Sep 17 Chapter 12: Inventory	Assignments: 1. Chapter 12: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Working with Estimates • Tracking Inventory with QuickBooks Online • Setting up Inventory Products • Calculating FIFO Inventory • Using Purchase Orders • Selling Inventory Products • Updating Inventory Calculations • Adjusting Inventory • Inventory Reports
19 Sep 22	Lab Day!	<i>Catch up on assignments</i> <i>Get help</i>
20 Sep 24 Chapter 13: Year-End Procedures	Assignments: 1. Chapter 13: Lesson Quiz in the OWLS 2. Apply Your Knowledge	• Journal Entries • Reclassify Transactions • Tracking Depreciation of Fixed Assets • Processing 1099s • Managing Equity • Closing the Accounting Period • Closing Equity Accounts at the End of the Fiscal Year • Setting the Closing Date

21 Sep 29 Chapter 14: Payroll Setup	Assignments: - Chapter 14: Lesson Quiz in the OWLS - Apply Your Knowledge	- Intuit's Payroll Subscriptions - Checklist for Setting Up Payroll - The Accounting Behind the Scenes - Payroll Accounts - Payroll Items - Adding Employees - Creating Pay Schedules - Entering Tax Withholding Information - Setting Up Direct Deposit - Assigning Time Off Policies - Additional Compensation and Pay Types - Specifying Benefit Deductions & Contributions - Medical Insurance - Retirement Plans - Customizing the Payroll Settings - Specify the Payroll Accounting Mapping
22 Oct 1 Chapter 15: Payroll Processing	Assignments: - Chapter 15: Lesson Quiz in the OWLS - Apply Your Knowledge	- Using the Payroll Center - Entering Time Sheets - Payroll Processing Checklists - Paying Employees - Correcting Errors - Paying Taxes and Liabilities - Running Payroll Reports - Managing Employees
23 Oct 6 Chapter 16: Capstone Project	Lab Day and Case Study	<i>Catch up on assignments</i> <i>Get help</i>
24 Oct 8	Closing Ceremony	

SYLLABUS

QuickBooks Online Hands-On Training

Course Description

Learn QuickBooks Online in a hands-on step-by-step guided course, with clear explanations for common daily income and expense workflows, running reports, inventory management, payroll, projects and job costing, and year-end procedures, including best practices.

Instructional Level

Basic

Course Length

72 Hours

Course Credits

72 CPE, Certificate of Completion

Prerequisites

- None

What Do You Need to Participate?

- A copy of *QuickBooks Online Complete*, Katz Pollock, Alicia, Questiva Consultants, 2025, ISBN 978-1-942417-42-2, questivaconsultants.com (provided)
- A computer with the Chrome browser installed

Who should take this class?

- Bookkeepers and Business owners who want an immersive instructor-led QuickBooks training course
- Learners who prefer an organized step-by-step approach to learning

After taking this course you will be able to:

- Recall the process for setting up new QuickBooks Online accounts
- Describe how to enter common Customer and Vendor transactions
- Identify the steps to complete complex A/R and A/P workflows
- List the steps to using the Bank Transactions and Reconciling
- Explain the features to manage inventory, projects, and payroll
- Describe the steps to create custom reports and perform a year-end close

What You'll Learn

- Chapter 1: The QuickBooks Online Ecosystem
 - QuickBooks Online vs. QuickBooks Desktop
 - QBO editions
 - Accounting 101
 - QuickBooks Online's interface
 - Entering transactions

- o Getting Help
- Chapter 2: Setting Up QBO
 - o Starting a New QuickBooks Online Company
 - o Configuring Account and Settings
 - o Setting up the Chart of Accounts
 - o Creating Products & Services
- Chapter 3: Customizing QuickBooks Online
 - o Customizing Lists
 - o Implementing Custom Fields
 - o Activating Class Tracking
 - o Setting up Sales Tax
 - o Adding users and permissions
- Chapter 4: Customer Sales
 - o Setting up Customers
 - o Modern vs. classic invoices
 - o Recording Sales
 - o Receiving payments from Customers
 - o Making bank deposits
 - o Running Accounts Receivable Reports
- Chapter 5: Vendor Expenses
 - o Using the Vendors Center
 - o Recording expenses
 - o Tracking job Costs
 - o Paying bills
 - o Using CreditCards
 - o Running Accounts Payable Reports
- Chapter 6: Accrual Accounting
 - o Credit memos
 - o Refunds
 - o Delayed Charges
 - o Bad debts
 - o Paying Sales tax
- Chapter 7: Banking and Reconciliation
 - o The Bank Transactions feed
 - o Creating Rules
 - o Reconciling bank accounts
- Chapter 8: Reports
 - o Classic vs. Modern reports
 - o Searching for transactions
 - o Cash and accrual reporting

- Customizing reports
- Chapter 9: Advanced Workflows
 - Transfers
 - The Receipts Center
 - Tracking Vehicle Mileage
 - The Contractors Center
 - Creating recurring transactions
 - Using journal entries
 - Managing loans
 - Applying Price Rules
 - The Audit Log
- Chapter 10: Case Study—YinYang Graphic Design
- Chapter 11: Projects and Job Costing
 - Using the Projects Center
 - Working with Estimates
 - Taking Deposits on Work to be Performed
 - Managing Vendor Deposits
 - Running Job Costing Reports
- Chapter 12: Inventory
 - Buying and Selling inventory products
 - Adjusting inventory
 - Inventory reports
- Chapter 13: Year-End Procedures
 - Creating adjustments
 - Tracking depreciation of fixed assets
 - Processing 1099s
 - Managing equity
 - Closing the books
- Chapter 14: Payroll Setup
 - Intuit's payroll subscriptions
 - Setting up payroll
 - Adding employees
 - Customizing the payroll Settings
- Chapter 15: Payroll Processing
 - Using the Payroll Center
 - Paying employees
 - Paying taxes and liabilities
 - Running payroll reports
- Chapter 16: Capstone Project – YinYang Graphic Design