

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 step-by-step 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	Chapter	Topics and Assignments
1 Nov 4	Chapter 1: About QuickBooks Online	• Review Course Syllabus • Review Class Policies • Review OWLS class portal • Review book preface, pp. i-xviii • Review Chapter 1, pp. 1-27 Optional Assignments • Chapter 1: Lesson Quiz in the OWLS • Apply Your Knowledge, p. 29 (no submission)
2 Nov 6	Chapter 2: Customizing QuickBooks Online	• Prepare for Chapter 2: Set Up Your Practice File, p. 29-34 • Review Chapter 2, p. 35-82 • Apply Your Knowledge, p. 85-89 Assignments: • Chapter 2: Lesson Quiz in the OWLS

3 Nov 11	Finish Chapter 2	Finish Apply Your Knowledge, p. 85-89
4 Nov 13	Chapter 3: The Sales Process	- Finish Chapter 2, p. 35-82 - Review Chapter 3, p. 91-132 - Apply Your Knowledge, p. 135-139 Assignments: - Chapter 3: Lesson Quiz in the OWLS
5 Nov 18	Chapter 4: Managing Expenses	- Review Chapter 4, p. 141-172 - Apply Your Knowledge, p. 175-178 Assignments: - Chapter 4: Lesson Quiz in the OWLS
6 Nov 20	Chapter 5: Complex Transactions	- Review Chapter 5, p. 179-224 Assignments: - Review Questions, p. 224-226 - Apply Your Knowledge, p. 227-230 (see how you do with the Loans and Sales Tax Payment since we didn't cover them yet)
7 Nov 25	Chapter 6: Banking and Reconciliation	- Finish Chapter 5 - Review Chapter 6, p. 231-263 - Apply Your Knowledge, p. 266-269 Assignments: - Optional: Review Questions, p. 263-265

8 Nov 27	Chapter 7: Reports	- Review Chapter 7, p. 271-307 - Apply Your Knowledge, p.310-311 Assignments: - Optional: Review Questions, p. 307-309
9 Dec 2	Chapter 8: Lab Day Case Study or Catch Up!	- If you need time to catch up, you'll be able to get help and ask questions. - If you are caught up, you can do the Case Study, a new student file for YinYang Graphic Design. - All it 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.
10 Dec 4	Chapter 9: Projects and Job Costing	- Review Chapter 9, p. 327-371 - Apply Your Knowledge, p.373-377 Assignments: - Optional: Review Questions, p. 371-373
11 Dec 9	Chapter 10: Inventory	- Review Chapter 10, p. 379-400 - Apply Your Knowledge, p.404-406 Assignments: - Optional: Review Questions, p. 401-403
12 Dec 11	Chapter 11: Adjustments and Year-End Procedures	- Review Chapter 11, p. 407-425 - Apply Your Knowledge, p.428 Assignments: - Optional: Review Questions, p. 426-428

13 Dec 16	Chapter 13: Payroll Setup	- Review Chapter 13, p. 443-474 - Apply Your Knowledge, p. 477-478 Assignments: - Optional: Review Questions, p. 474-476
14 Dec 18	Chapter 14: Payroll Processing	- Review Chapter 14, p. 479-506 - Apply Your Knowledge, p.509-510 Assignments: - Optional: Review Questions, p. 507-509
Dec 23	Lab Day	Alicia will be out of town, but Brenda will run the class so that you can get your questions answered and help each other.
Dec 25	Merry Christmas!	- No Class!
15 Dec 30	Chapter 15: Anchor Demo Case Study Catch Up! Closing words	- Demo and invitation from our sponsor, Anchor (sayanchor.com) - If you need time to catch up, you'll be able to get help and ask questions. - If you are caught up, you can continue the Case Study, a new student file for YinYang Graphic Design. - All it 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.

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

32 Hours

Course Credits

32 CPE, Certificate of Completion

Prerequisites

- None

What Do You Need to Participate?

- A copy of *QuickBooks Online Complete*, Katz Pollock, Alicia, Questiva Consultants, 2024, ISBN 978-1-942417-36-1, 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: About QuickBooks Online
 - 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's Interface
 - Entering Transactions in QuickBooks Online
 - QuickBooks Online Help
- Chapter 2: Customizing QuickBooks Online
 - Setting Up the Chart of Accounts
 - Setting Up Products & Services
 - Customizing Lists
 - Implementing Custom Fields
 - Activating Class Tracking
 - Tagging
 - Setting Up Sales Tax
 - Customizing Sales Forms
 - Adding Users and Passwords
- Chapter 3: Sales
 - Configuring the Sales Settings
 - Tracking Company Sales
 - Setting Up Customers
 - Recording Sales
 - Receiving Payments from Customers
 - Making Bank Deposits
 - Running Accounts Receivable Reports
- Chapter 4: Expenses
 - Configuring the Expenses Settings
 - Tracking Company Expenses
 - The Expenses Center
 - Using the Vendors Center
 - Recording Transactions

- o Setting up Vendors
- o Tracking Job Costs
- o Entering Bills
- o Paying Bills
- o Using Credit Cards
- o Writing Checks
- o Tracking Petty Cash
- o The Contractors Center
- o Running Accounts Payable Reports
- Chapter 5: Complex Transactions
- o Controlling the Automation
- o Managing Transactions
- o Creating Recurring Transactions
- o Using Journal Entries
- o Advanced Accounts Receivable Workflows
- o Advanced Accounts Payable Workflows
- o Paying Sales Tax
- Chapter 6: Banking and Reconciliation
- o Transfer Funds Between Accounts
- o The Bank Transactions Feed
- o Using the Bank Transactions Feed for Data Entry
- o Creating Rules
- o Viewing the Bank Register
- o When NOT to use the Bank Transactions Feed
- o The Receipts Center
- o Importing Transactions Downloaded from Your Bank
- o Reconciling Bank Accounts
- o Reconciling Credit Card Accounts
- Chapter 7: Reports
- o Finding Transactions
- o Cash vs. Accrual Reporting
- o Types of Reports
- o The Reports Center
- o Accounting Reports
- o Business Management Reports
- o Accounts Receivable and Accounts Payable Reports
- o Sales Reports
- o Customizing Reports
- o Saving and Viewing Reports
- o Creating Management Reports

- o Printing Reports
- o Exporting Reports to Spreadsheets
- Chapter 8: Case Study - YinYang Graphic Design
- Chapter 9: Projects and Job Costing
- o Creating and Using Estimates
- o Creating Invoices from Estimates
- o Using Progress Invoicing
- o Creating Purchase Orders from Estimates
- o Tracking Estimates
- o Taking Customer Deposits on Work to Be Performed
- o Managing Vendor Deposits
- o Invoicing a Customer for Billable Expense Reimbursement
- o Using Two-Sided Items
- o Tracking Custom Orders
- o Using Services to Track Subcontracted Labor
- o Entering Time on a Project
- o Using the Projects Center
- o Running Job Costing Reports
- o Additional Job Costing Features
- Chapter 10: Inventory
- o Do You REALLY Need to Track Inventory?
- o Managing Inventory
- o Tracking Inventory with QuickBooks Online
- o Using Purchase Orders
- o Selling Inventory Products
- o Handling Inventory Issues
- o Adjusting Inventory
- o Inventory Reports
- Chapter 11: Adjustments and Year-End Procedures
- o Creating Adjustments
- o Tracking Depreciation of Fixed Assets
- o Processing 1099s
- o Managing Equity
- o Closing the Books
- Chapter 12: Advanced Company Setup
- o Migrating an Existing QuickBooks Desktop file to QuickBooks Online
- o Starting a New QuickBooks Online File From Scratch for an Existing Company
- Chapter 13: Payroll Setup
- o Intuit's Payroll Subscriptions
- o Getting Help With Payroll

- o Checklist for Setting Up Payroll
- o The Accounting Behind the Scenes
- o Automatic Payroll Tax Updates
- o Payroll Accounts
- o Payroll Items
- o Subscribing to QBO Payroll
- o Adding Employees
- o Entering Employment Details
- o Creating Pay Schedules
- o Entering Tax Withholding Information
- o Setting Up Direct Deposit
- o Creating Pay Types
- o Customizing the Payroll Settings
- o Employee Profile Management (Workforce)
- o Authorizing Shared Data
- o Connecting Bank Accounts
- o Check Printing Options
- o Managing the Payroll Contact Information
- o Specifying Payroll Accounting Mapping
- o The Payroll Overview
- Chapter 14: Payroll Processing
 - o Using the Payroll Center
 - o The Employees Center
 - o Time Sheets
 - o Payroll Processing Checklists
 - o Paying Employees
 - o Correcting Errors
 - o Paying Taxes and Liabilities
 - o Running Payroll Reports
 - o Managing Employees
- Chapter 15: Case Study - YinYang Graphic Design

The Rules of Katz and MOS:

- 1) During Class:
 - a. I will go over the tutorial with you as a group. I do this because I can show you lots of techniques and tricks that aren't in the book.

- i. 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.
- ii. If you're not sure where I am, how I did something, etc., ALWAYS ASK! That's why I'm here!
 - b. You will have class time to do homework assignments. Anything you don't finish in class you must complete on your own time.
- 2) Certifications:
 - a. After taking this class you will be qualified to take the Certiport QuickBooks User Certification Exam.
 - b. I HIGHLY recommend you take the exam at the end of the semester
- i. 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 MOS logo on your business card.
- 3) Office Hours:
 - a. ***Please ask me about your questions and concerns. I can't help you if you don't tell me!***
 - b. There is a Class Forum in the course where you can ask questions.