QuickBooks
Syllabus

» Course Overview

In this course, students will explore how to start using QuickBooks Online. Learning this widely used accounting software will allow users to contribute to a large company's accounting team, or to use it independently as a small business owner. Students will learn how to complete administrative and accounting functions within QuickBooks. These include basics such as setting up lists, customers and products, to more complex tasks like managing journal entries and creating reports. Additionally, they will learn about the various services and products that can be added. As students learn about accounting functions, they will discover how to record transactions, expenses, and receipts.

» Course Outline by Module

Module 1	Setting Up and Managing QuickBooks Online	Module 6	Managing Vendor Records and Expense Settings
Module 2	Managing Lists and Recurring Transactions	Module 7	Recording and Managing Basic Money-Out Transactions
Module 3	Managing Journal Entries and Connecting Intuit QuickBooks to Online Apps	Module 8	Bank Accounts, Transaction Rules, and Receipts
Module 4	Setting Up Customers, Products and Services	Module 9	Basic Reports and Views
Module 5	Managing Sales Settings and Recording Money-In Transactions		

» Module Overview and Learning Objectives

| Module 1. Introduction to Agriculture in the Global Economy

In this module, students will begin familiarizing themselves with QuickBooks. This includes understanding some of the features and the benefits. Features discussed in this module include importing data, user roles, Close the Books, project tracking, class tracking, and locations. In addition to these features, the module will also compare and contrast the cash and accrual accounting methods. Finally, the module will conclude with an overview of how QuickBooks can assist in automation.

Learning Objectives: In this module, students will:
- Recognize features and benefits of Intuit QuickBooks Online Plus and describe licensing requirements for setting up an entity in Intuit QuickBooks Online
- Describe the process of migrating a company to Intuit QuickBooks Online, the access of each default user role and company, and the company information that you can and can't edit.
- Recognize the benefits of the Close the Books feature as well as compare and contrast the cash and accrual accounting methods
- Identify the purposes of project tracking, class tracking, and locations and how to activate them.
- Identify the tasks performed by automation.

| Module 2. Managing Lists and Recurring Transactions

The module will begin by exploring lists in QuickBooks, which help track financial transactions. Students will learn about lists that can be imported as well as how to add, edit, delete, and merge list items. Next, the module explores the purpose and function of the chart of accounts, and students will learn how various changes throughout QuickBooks are reflected in the Chart of Accounts. They will also learn how to make changes to better reflect the needs of a business. The module will conclude by investigating recurring transactions and how to implement recurring transactions.

Learning Objectives: In this module, students will:
- Identify the lists that you can import.
- Identify the content of various lists and the appropriate lists for different purposes.
- Identify when and how to add, edit, delete, and merge list items.
- Manage the Chart of Accounts.
- Describe reasons for making transactions recurring and the types of recurrence.
- Describe how to implement recurring transactions.

| Module 3. Managing Journal Entries and Connecting Intuit QuickBooks to Online Apps

Welcome to this module on Managing Journal Entries and Connecting Intuit QuickBooks to Online Apps. First, students will learn about journal entries and the information required to create a journal entry. Next, the module will explain how to implement journal entries to ensure accurate bookkeeping. The module will then move on to apps. It will discuss the purpose of apps as well as where to get apps for integrating with QB Online. Finally, the module will conclude with an overview of the risks and benefits of extending functionality through apps.

Learning Objectives: In this module, students will:
- Identify the information required for journal entries
- Describe how to implement journal entries
- Identify the purpose of apps
- Identify where to get apps
- Identify the risks and benefits of extending functionality through apps

| Module 4. Setting Up Customers, Products and Services

In this module, students will learn about setting up customers, products, and services. First, students will understand the basics of adding a customer such as the display name, billing address, and shipping address. Next, students will learn how to set up payment terms as well as how to identify taxable and nontaxable customers. The module will then shift to focus on setting up products and services. Students will compare products versus services and learn the process for inputting each into QuickBooks. The module will conclude by analyzing inventory vs. noninventory products.

Learning Objectives: In this module, students will:

- Identify the importance of the Display Name field, billing addresses, and shipping addresses.
- Define and describe the use of customer payment terms and identify taxable and non-taxable customers.
- Define and describe the correct use of sub-customers
- Describe and differentiate between products and services and identify the information required to set them up.
- Describe reasons for setting-up products or services and contrast inventory products and non-inventory products.

| Module 5. Managing Sales Settings and Recording Money-In Transactions

In this module, students will learn how to customize sales forms and email message forms to fit specific business needs. The module will also explore the purpose of activating customer discounts and the payment feature, and how it differs from traditional payments. Next, students will understand the money-in transaction workflow, and the necessary steps to record and manage invoices, sales receipts, credit memos, and refund receipts. Additionally, students will learn how to receive, record, and manage payments, undeposited funds, and deposits, making financial record-keeping more efficient and accurate.

Learning Objectives: In this module, students will:

- Customize sales forms and email message forms
- Describe the purpose of activating customer discounts and the purpose of the payment feature and how it differs from traditional payments
- Describe the money-in transaction workflow
- Record and manage invoices, sales receipts, credit memos, and refund receipts.
- Receive, record, and manage payments, undeposited funds, and deposits.

| Module 6. Managing Vendor Records and Expense Settings

This module will focus on managing vendor records and expense settings. First, students will learn how to identify and search for existing vendors and customers. They will also learn how to merge vendor accounts and the reasons for doing so. Next, students will discover where to update payment terms. The module will also discuss 1099 contractors and how to designate a vendor as such. The module will cover expense tracking so expenses incurred on behalf of a customer can be included on the appropriate invoice. Finally, the module will conclude by exploring billable expenses and how to identify unbilled billable expenses.

Learning Objectives: In this module, students will:
- Describe how to identify existing customers and vendors as well as when and how to merge vendor accounts.
- Describe how to add or change vendor payment terms and how and why to identify vendors as 1099 contractors.
- Describe how and why to activate expense tracking by customer.
- Describe when and how to make expenses and items billable.
- Describe how to identify unbilled billable expenses.

| Module 7. **Recording and Managing Basic Money-Out Transactions**

In this module, students will learn about managing money-out transactions. First, they will learn about the money-out workflow in QuickBooks, so they can understand how these transactions function within a typical business. Then, the module will explore the use of checks and bill payments and how they are similar and different. Students will also learn about the effects of recording bills, checks, and credit card transactions. To ensure accurate bookkeeping, students will differentiate between expense transactions and bank feed transactions. Next, students will become familiar with recording checks, credit card, and debit card expense transactions as well as understand vendor credits and refunds. Finally, the module will explore how and when it is appropriate to edit, delete, or void a money-out transaction.

Learning Objectives: In this module, students will:

- Describe the money-out transaction workflow and types of money-out transactions.
- Compare and describe the appropriate use of checks and bill payments as well as the effects of recording bills, checks, and credit card transactions.
- Differentiate between expense transactions and bank feed transactions
- Describe how to record check, credit card, and debit card expense transactions as well as the use and effects of vendor credits and refunds.
- Describe why and how to void, delete, and edit money-out transactions and the impact thereof.

| Module 8. **Bank Accounts, Transaction Rules, and Receipts**

In this module, students will learn about the different types of financial accounts that QuickBooks Online can connect to, and the benefits of connecting to those accounts. Students will also learn how to process bank feed transactions which is a convenient way to keep your financial records up to date. Next, the module will explore different methods for uploading receipts, and how to record transactions from those uploaded receipts.

Learning Objectives: In this module, students will:

- Identify the types of financial accounts Intuit QuickBooks Online can connect to and the benefits of connecting to those accounts.
- Process bank feed transactions and describe the use of bank rules.
- Identify methods for uploading receipts.
- Describe how to record transactions from uploaded receipts.

| Module 9. Food Safety and Handling Procedures

In this final module of the QB Online course, students will learn the fundamentals of QB Online's report functionality. The module will explore some of the most common reports including financial reports, money-in reports, and money-out reports. Students will learn how to customize the reports, so they can get the precise information required to make informed decisions. Next, the module will discuss the different delivery format options. Understanding these formats will enable students to share and expand on the reports with others. The module will then discuss the purpose of the Audit Log and how it helps ensure accuracy and accountability. In the final lesson, students will learn about the Dashboards including the Business Overview and Get Things Done tabs. The module will conclude by providing tips for students wishing to prepare to take the QuickBooks Online Certification exam.

Learning Objectives: In this module, students will:

- Describe the continent and purpose of financial reports, money-in reports, and money-out reports.
- Customize standard reports
- Identify report delivery formats
- Describe the content of the Audit Log
- Describe the content and functionality of the dashboards.
- Prepare for your QuickBooks Online Certification.