Module 1
Getting Started

Module 1: Getting Started

- Benefits of using QuickBooks Online
- Subscription Levels
- Main Components of QuickBooks Online

Topic 1: Benefits of using QuickBooks Online

Upon completion of this topic, you should be able to:

- Identify the benefits of using QuickBooks Online

Technical Benefits

True Cloud-based Application

Access from Multiple Devices

Multiple Operating Systems

Technical Benefits (continued)

Always up to Date

Real-time
Multi-user Access

128 Bit Encryption
Continuous Backup

Workflow Benefits

- Integrated Document Management
- Automation features
  - Bank Rules
  - Recurring Transactions
- Ecosystem of Apps

Bill.com

FATHOM

AvaTax
Calc • Certs • Returns

receipt bank

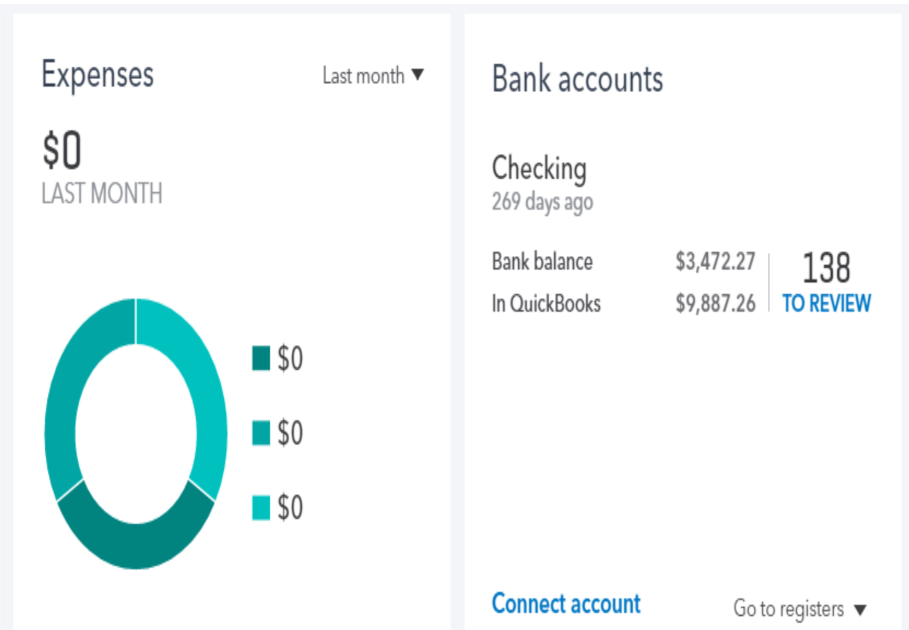
E

Topic 2: Subscription Levels

Upon completion of this topic, you should be able to:

- Determine which subscription level of QuickBooks Online to recommend

Recommending QuickBooks Online



Determine client's needs and wants

Try out the test drive file, search in Google: *"QuickBooks Online Test Drive"*

Compare features of each product

Simple Start

- 1 Company User, 2 Accountant User/Firms
- Create unlimited estimates and invoices
- Manage Accounts Receivable
- Record and print checks
- Basic financial and A/R reports
- Unlimited Bank Feeds
- Allows for Apps, Payments and Payroll

Essentials

- 3 Company Users, 2 Accountant User/Firms
- Manage Accounts Payable
- Delayed Charges/Credits
- Setup recurring transactions
- Company Snapshot Report
- Customized user permissions
- Track billable hours by customer/sub-customer
- Unlimited free time-tracking only users
- Supports multicurrency

Plus

- 5 Company Users (up to 25), 2 Accountant User/Firms
- Unlimited free Reports-only users
- Purchase Orders
- Inventory tracking using FIFO valuation
- Class & Location tracking
- Budgets
- 1099-Misc
- Two-sided items to track item profitability

QuickBooks Self-Employed

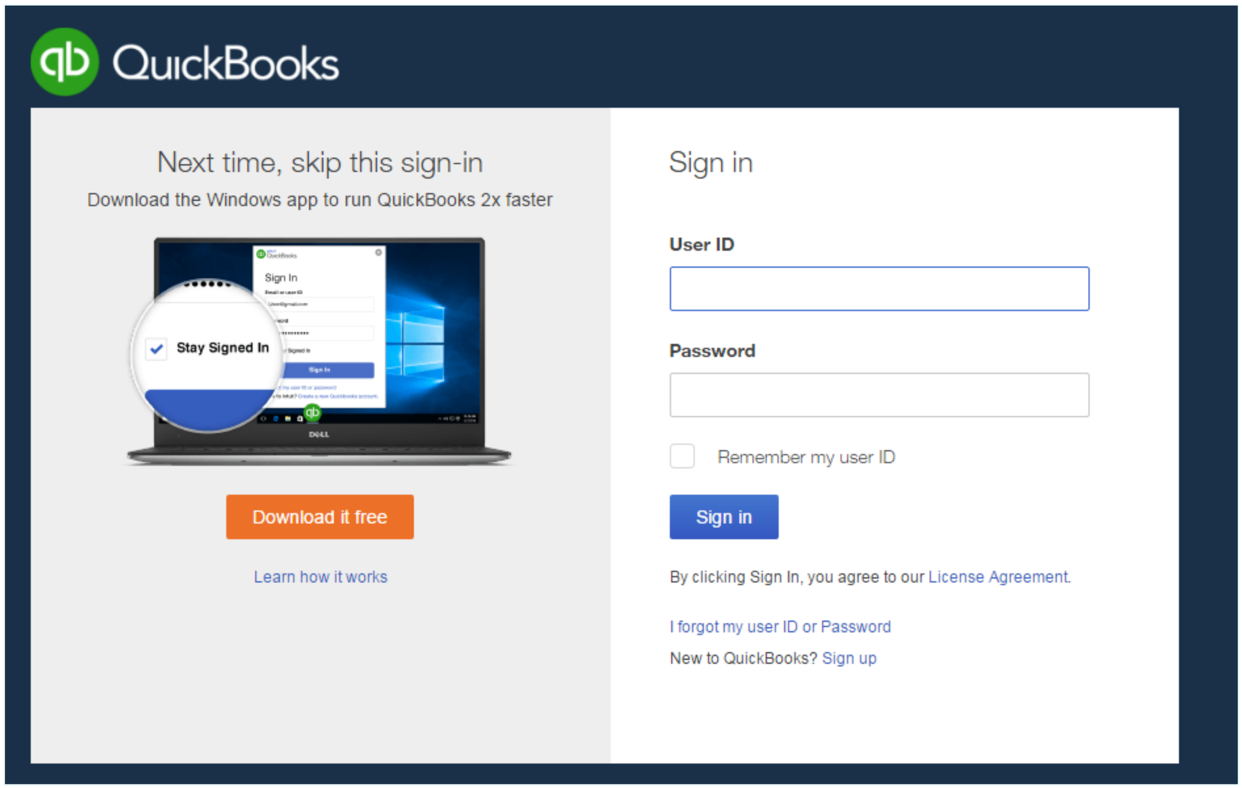
- 1 user + 1 Accountant User/Firm
- Ability to separate business from personal spending
- Invoicing – online payments + mobile invoicing
- Calculate estimated quarterly taxes
- Tracks mileage and Schedule C deductions
- Bank Feeds
- Attach receipts to transactions

Topic 3:
Main Components of QuickBooks Online

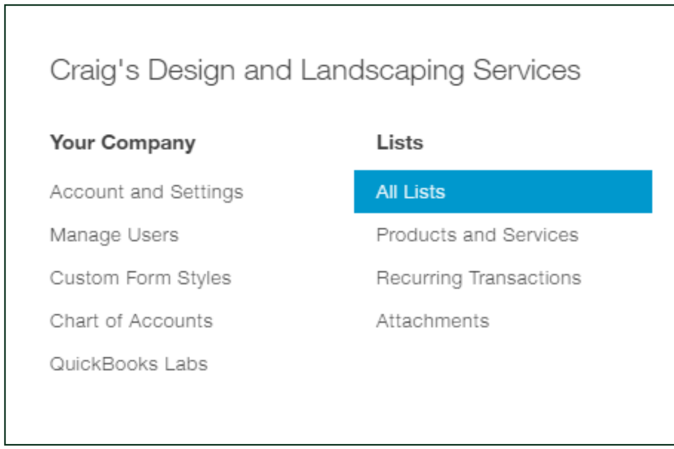
Upon completion of this topic, you should be able to:

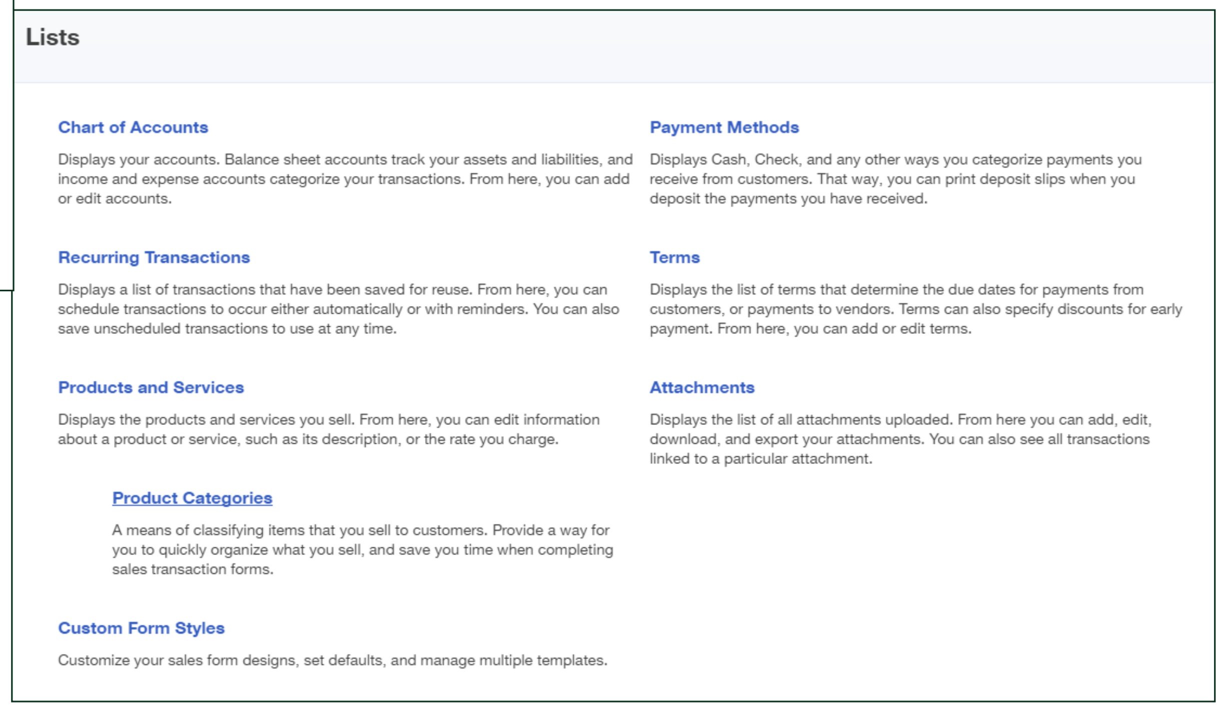
- Identify the main components of QuickBooks Online

Logging in: **http://qbo.intuit.com**



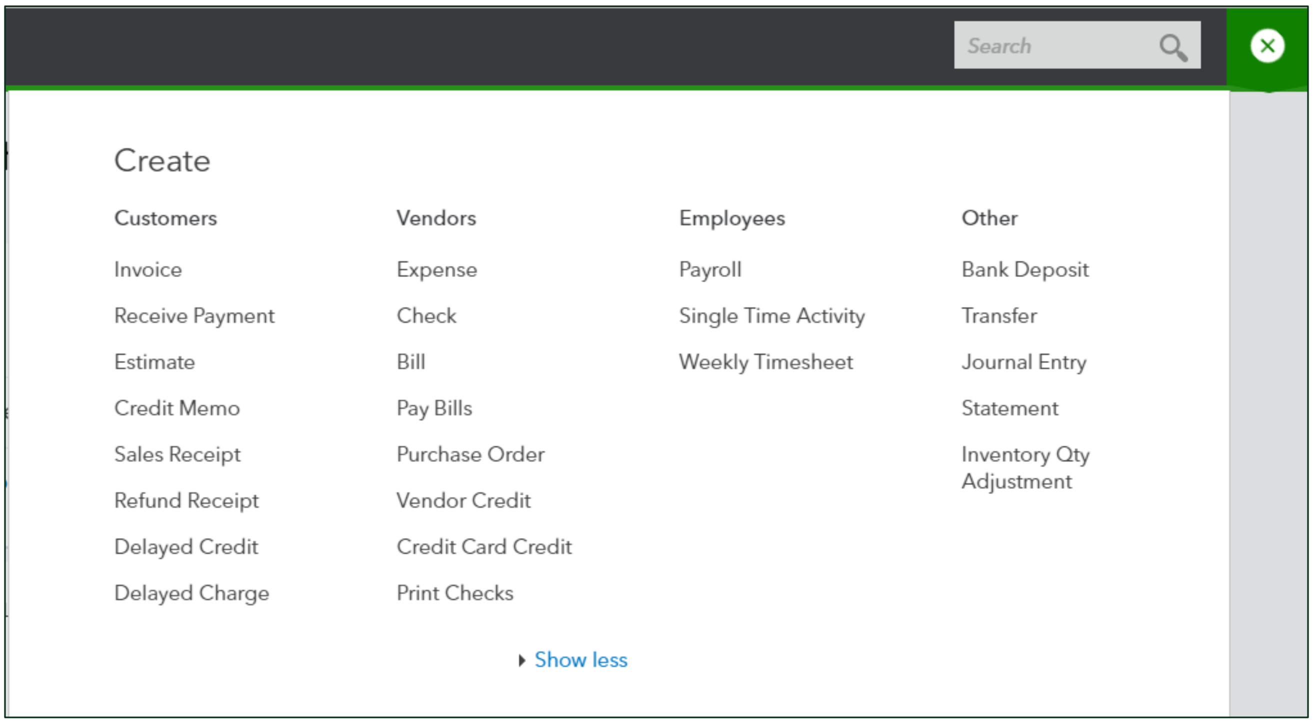
Lists



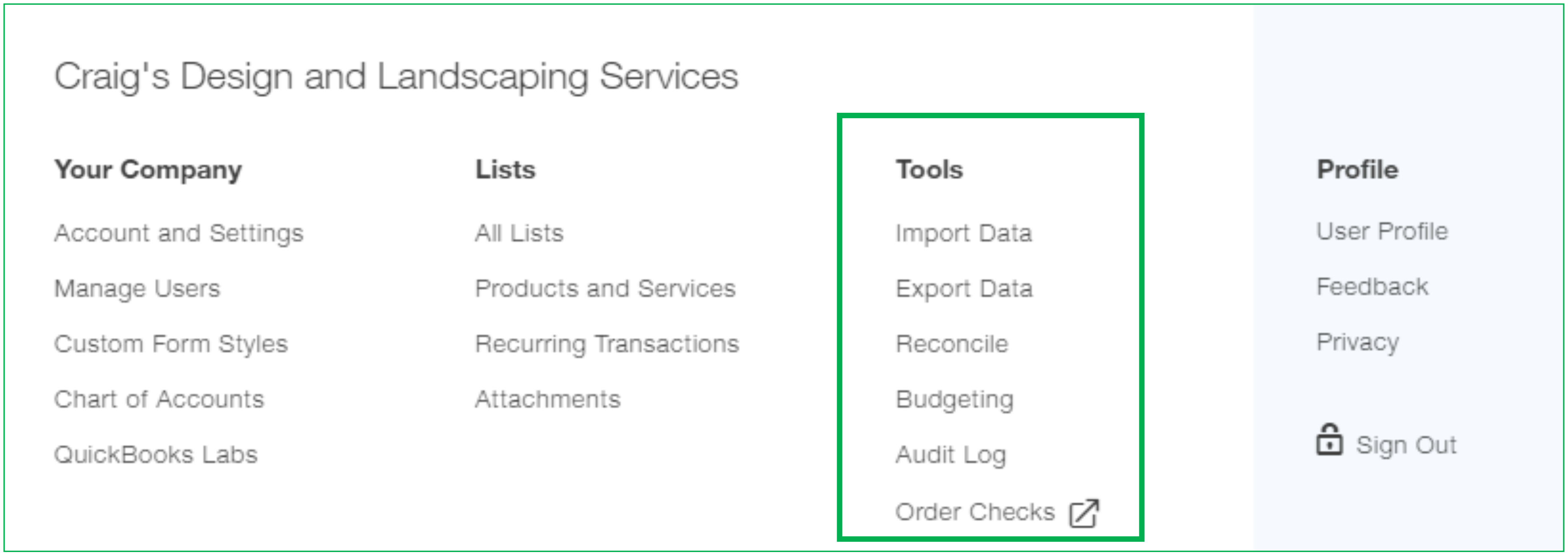


NOTE: Customers, Vendors and Employees are accessed from left hand navigation bar. You will not see them in All Lists

Transactions



Tools


Craig's Design and Landscaping Services
Your Company
Account and Settings
Manage Users
Custom Form Styles
Chart of Accounts
QuickBooks Labs
Lists
All Lists
Products and Services
Recurring Transactions
Attachments
Tools
Import Data
Export Data
Reconcile
Budgeting
Audit Log
Order Checks
Profile
User Profile
Feedback
Privacy
Sign Out

Module 2
Setting Up

Certified ProAdvisor
Online

Module 2 : Setting Up

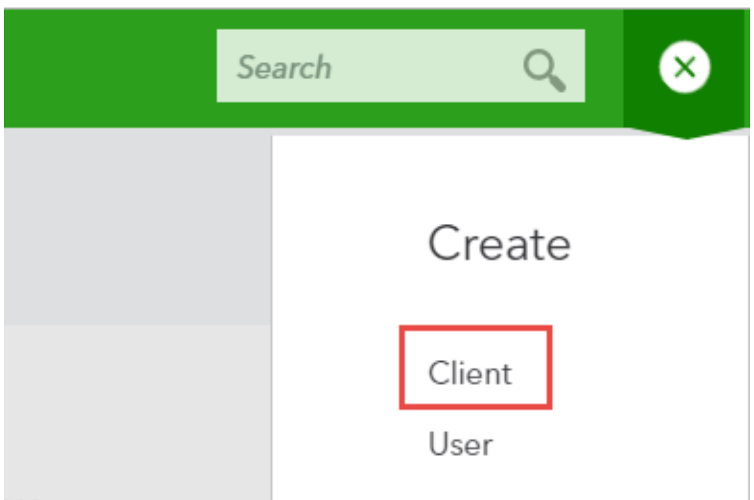
- Create a new QBO Company
- Manage Account and Settings
- Set up Lists and Users
- Importing into QuickBooks Online

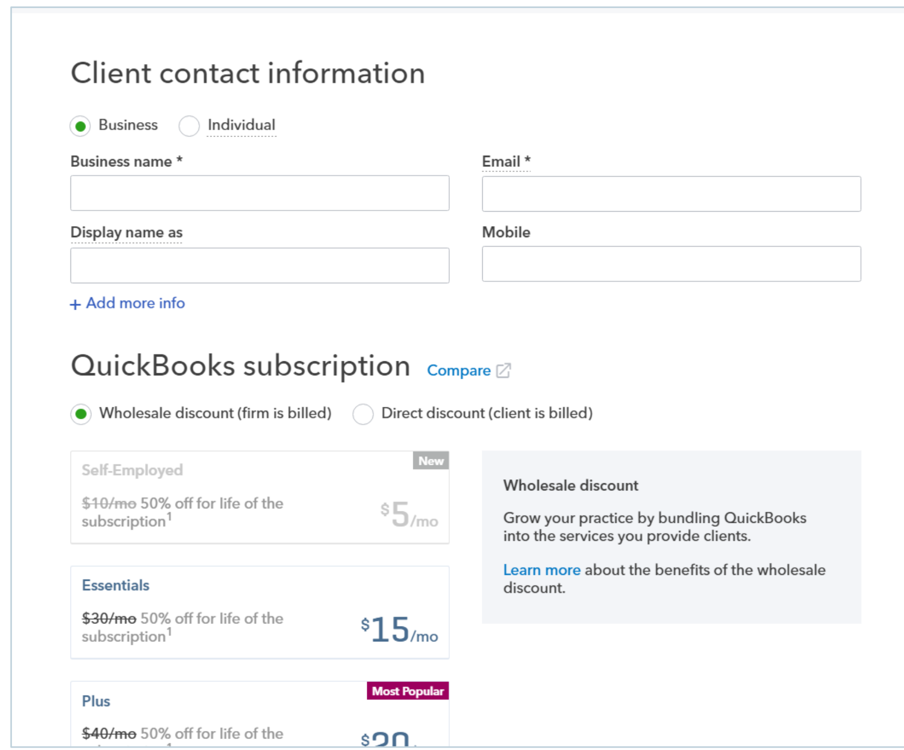
Topic 1: Creating a new QBO Company

Upon completion of this topic, you should be able to:

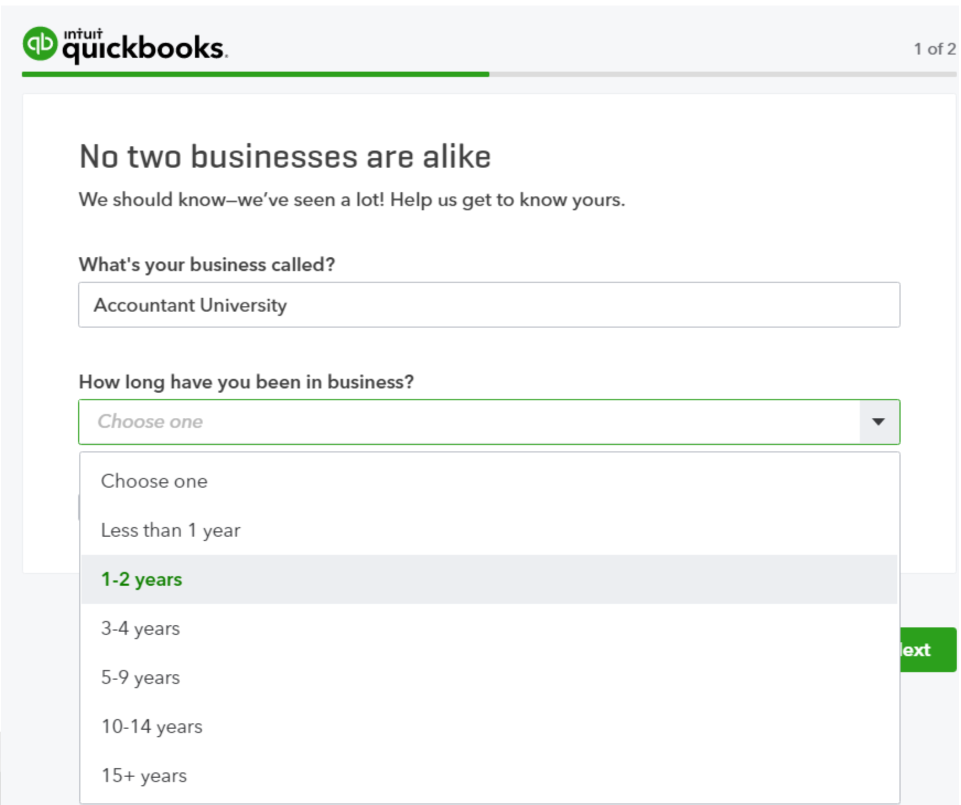
- Specify the steps to create a new QBO Company

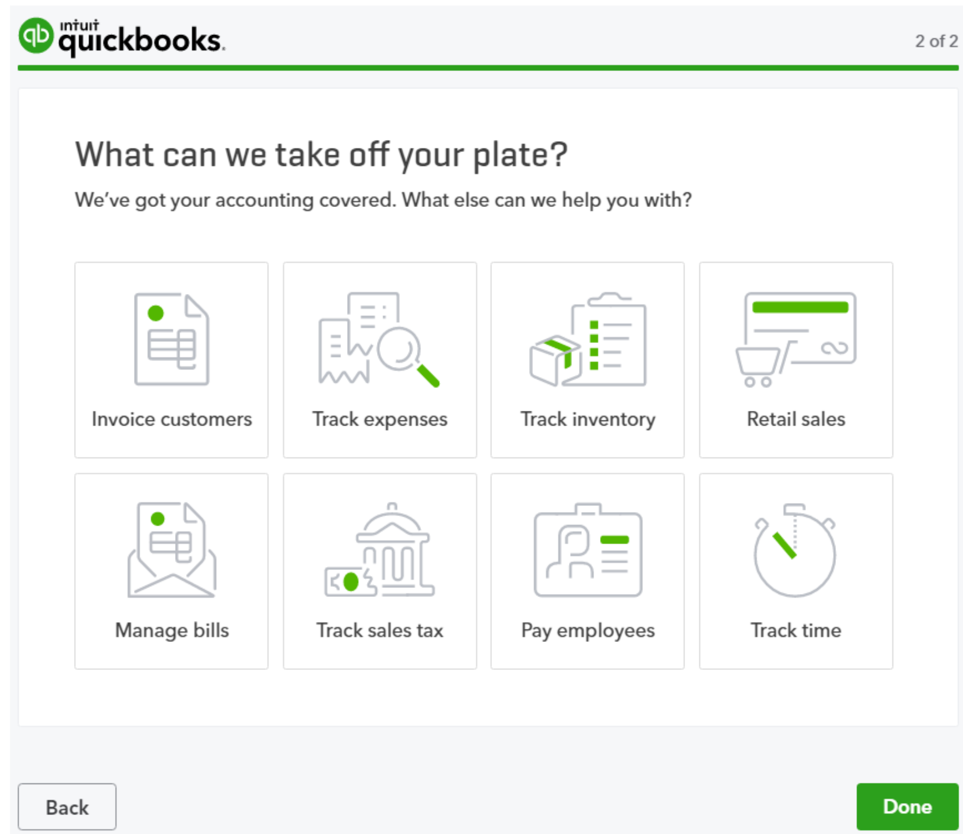
Create a New QBO Subscription from QuickBooks Online Accountant



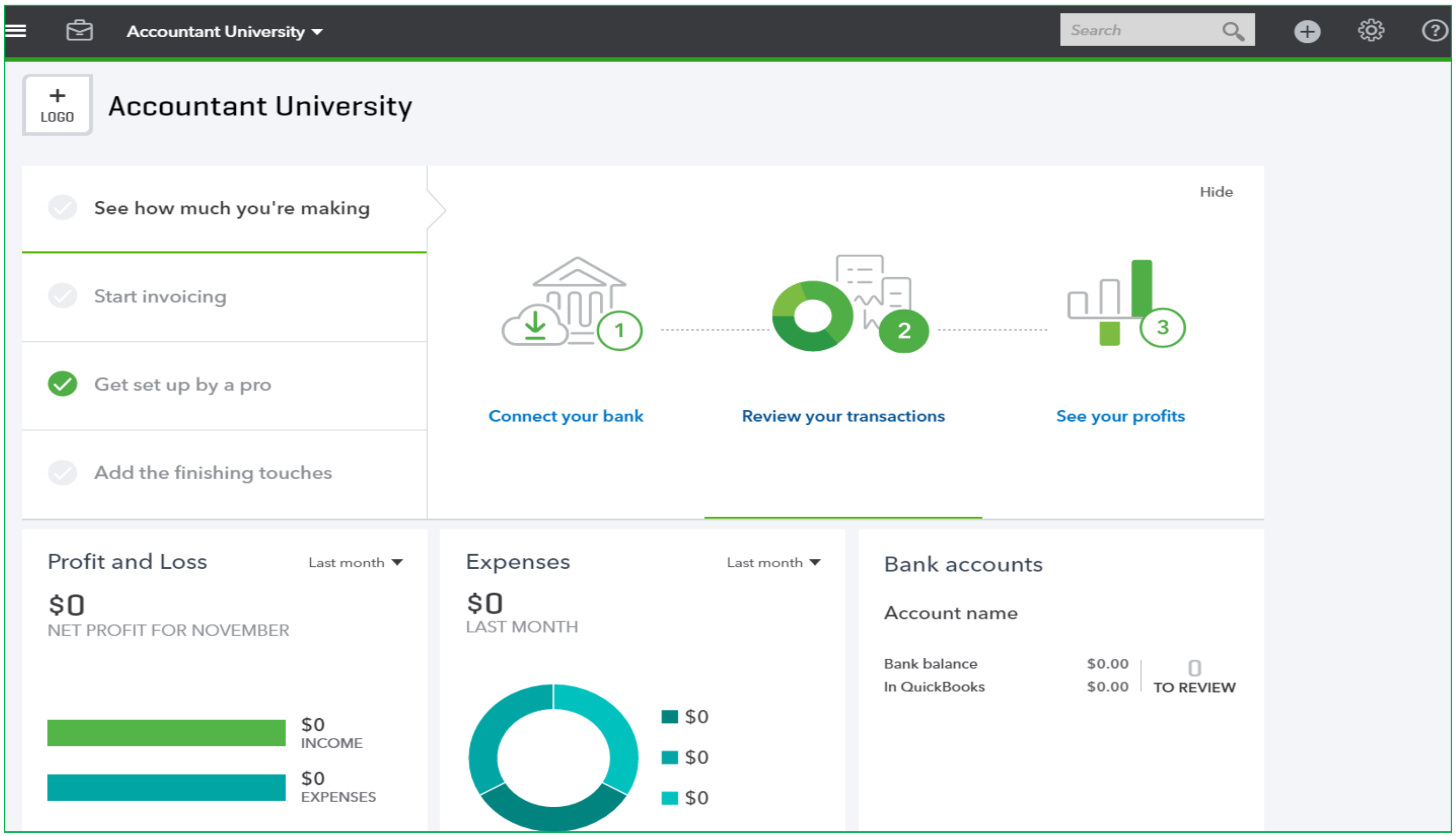


Set-up Wizard





… you're ready to start customizing

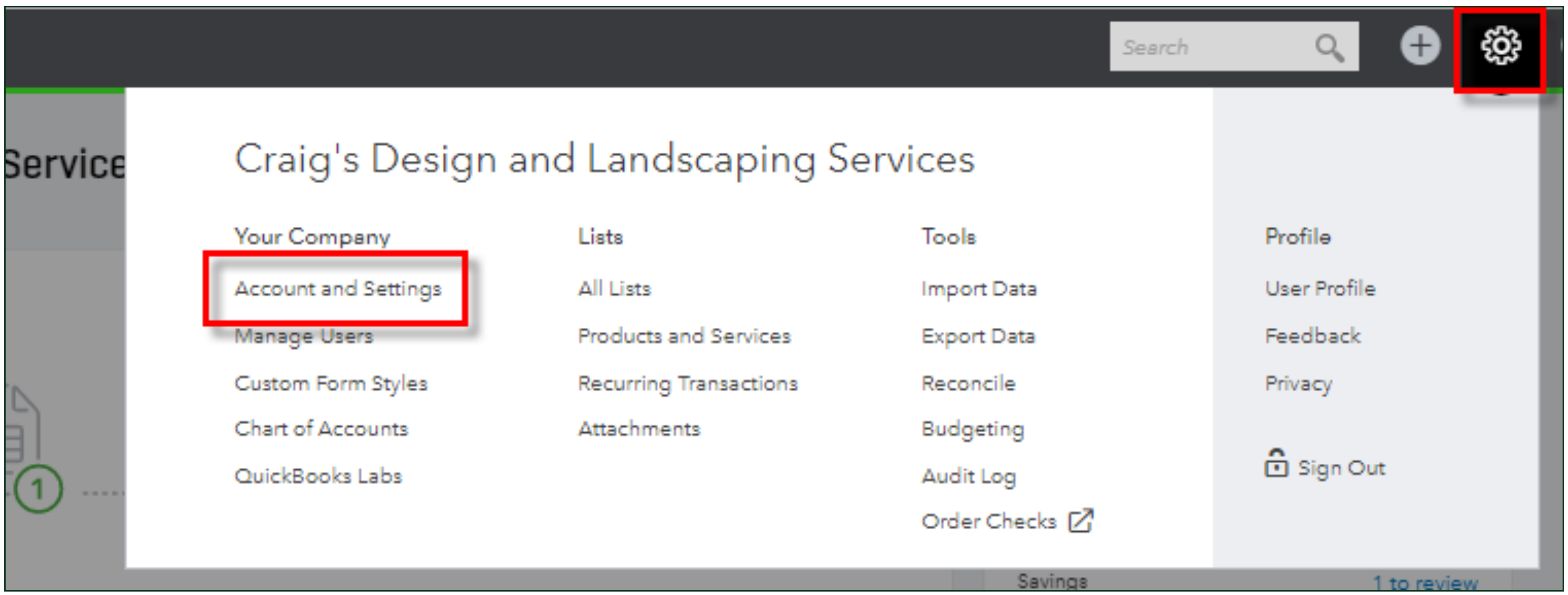


Topic 2: Manage Account and Settings

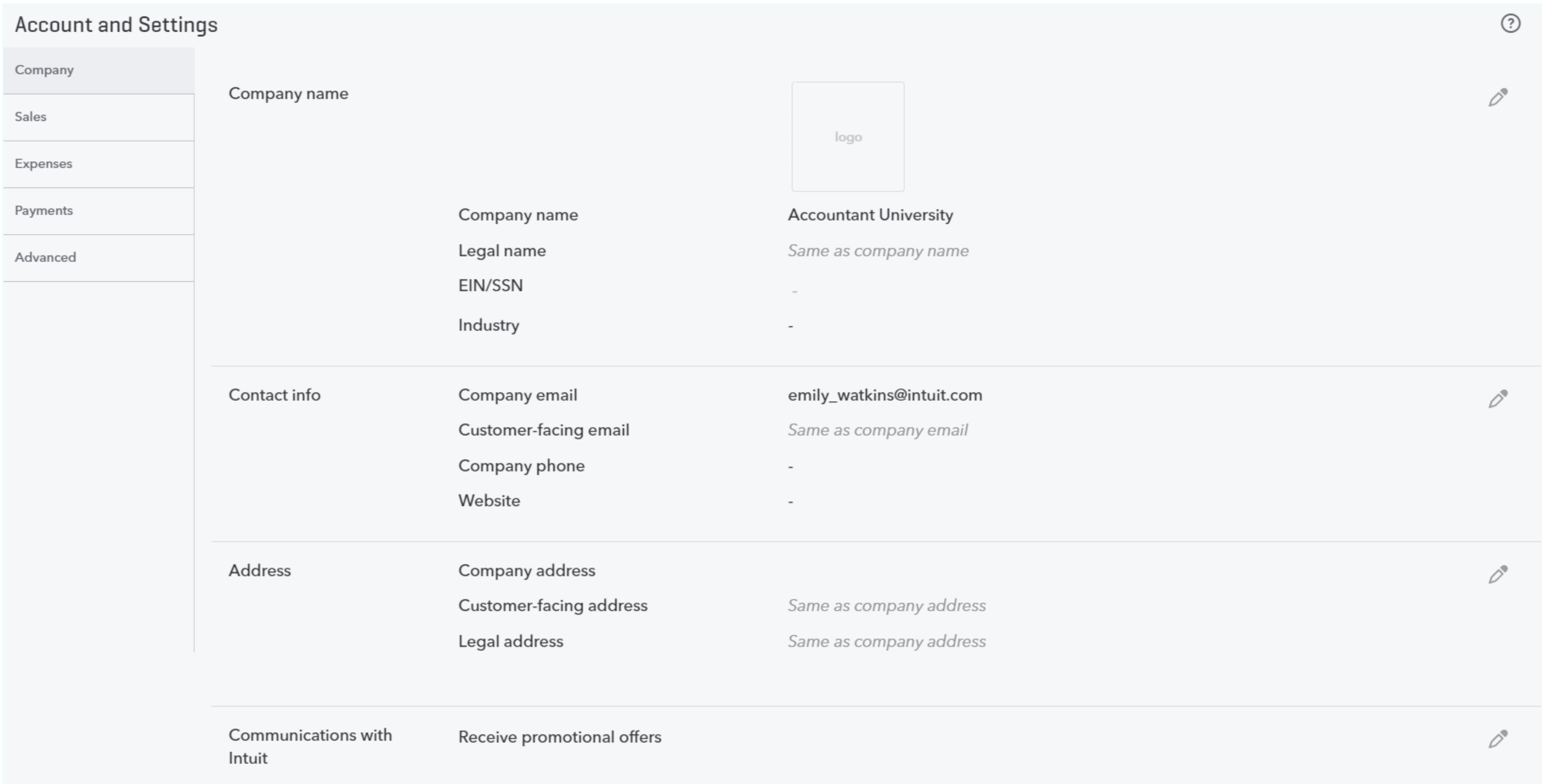
Upon completion of this topic, you should be able to:

- Recognize the steps to manage Account and Settings
- Identify accounting related preferences
- Identify sales related preferences
- Identify expense related preferences

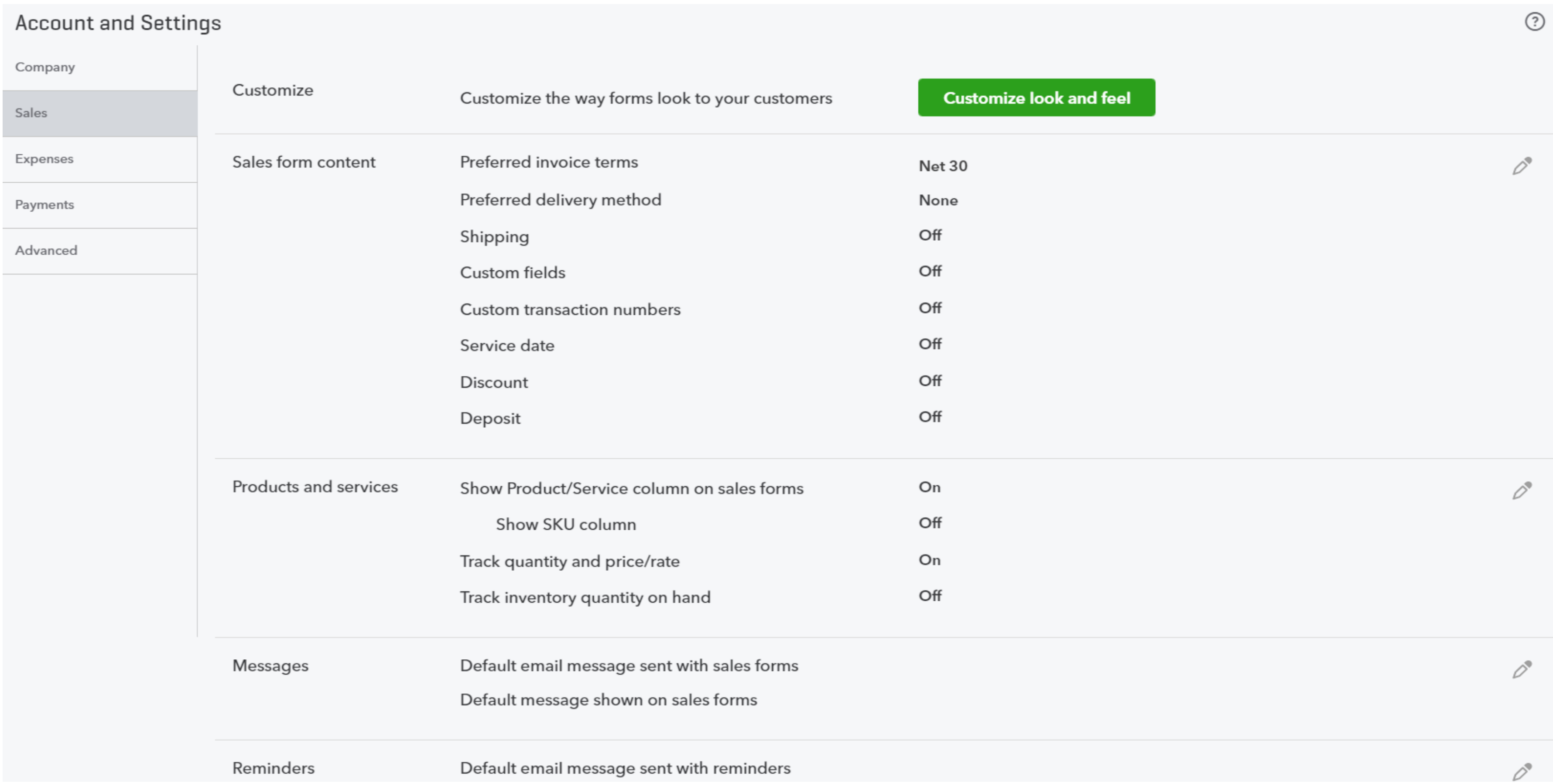
Account and Settings - Intro



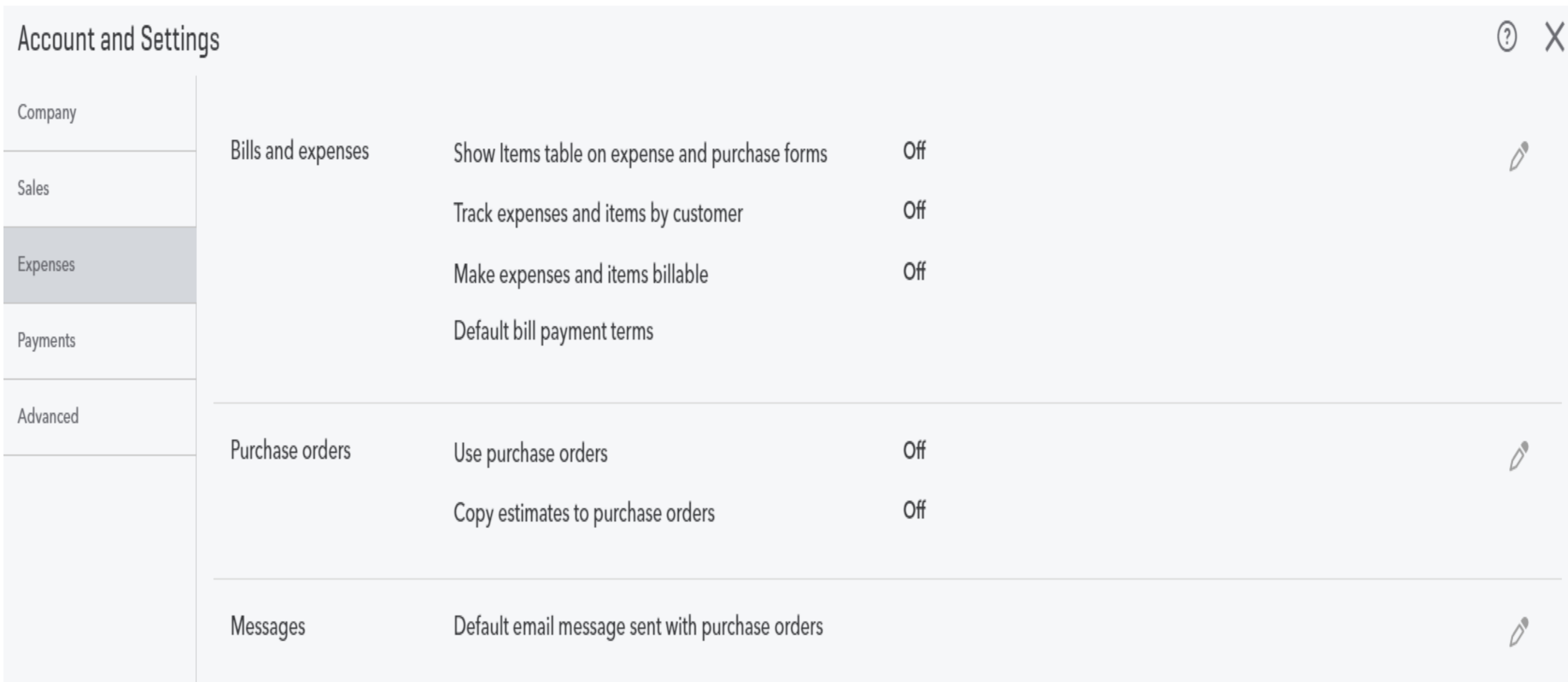
Account and Settings – Company



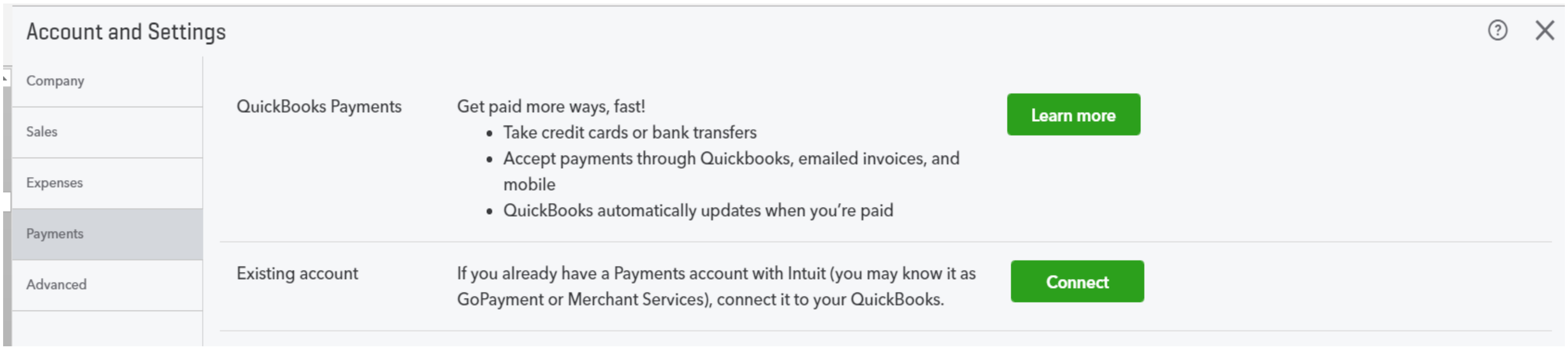
Account and Settings – Sales



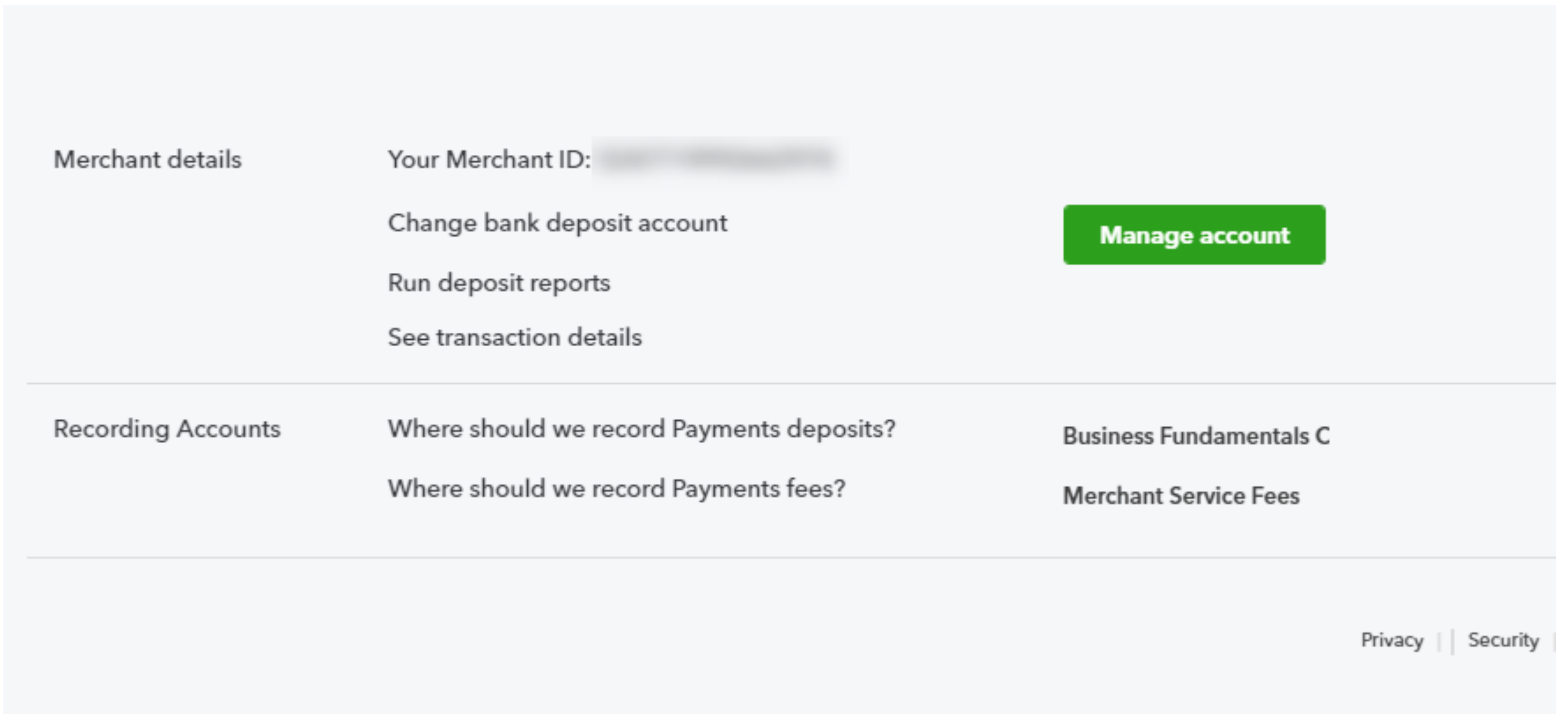
Account and Settings – Expenses



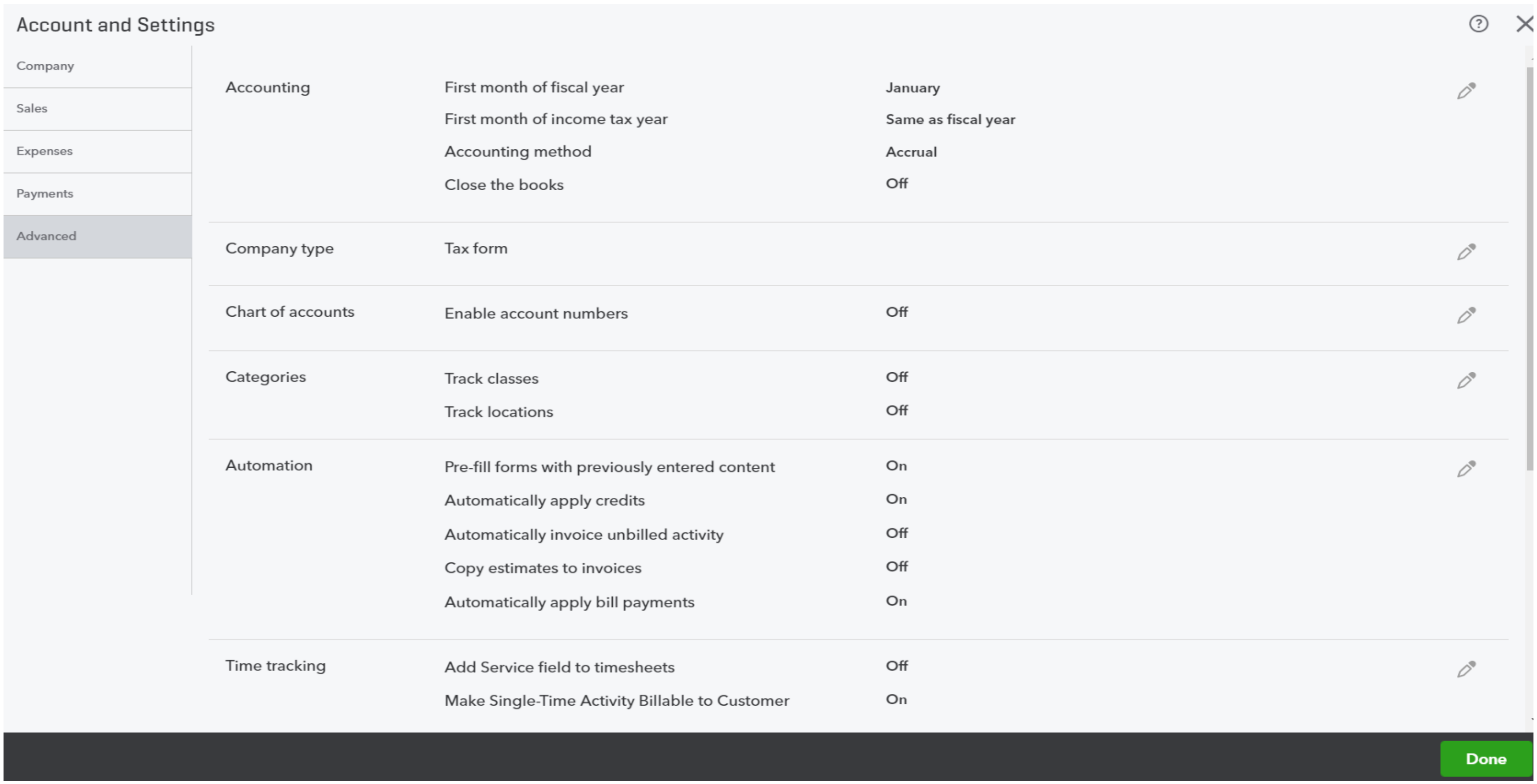
Account and Settings – Payments



Account and Settings – Payments



Account and Settings – Advanced



Topic 3: Set up Lists and Users

Upon completion of this topic, you should be able to:

- Specify the steps to setup and modify Lists & Users

Manage Users

- Your Company
- Account and Settings
- **Manage Users**
- Custom Form Styles
- Chart of Accounts
- QuickBooks Labs

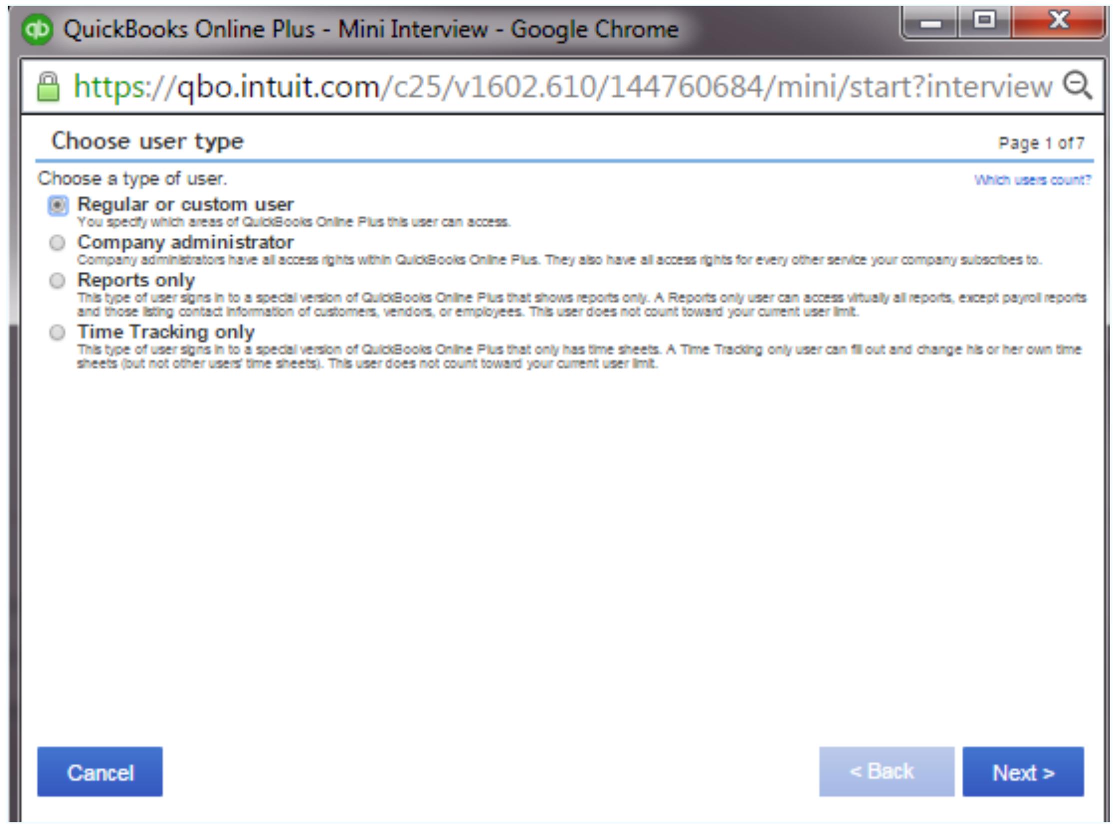
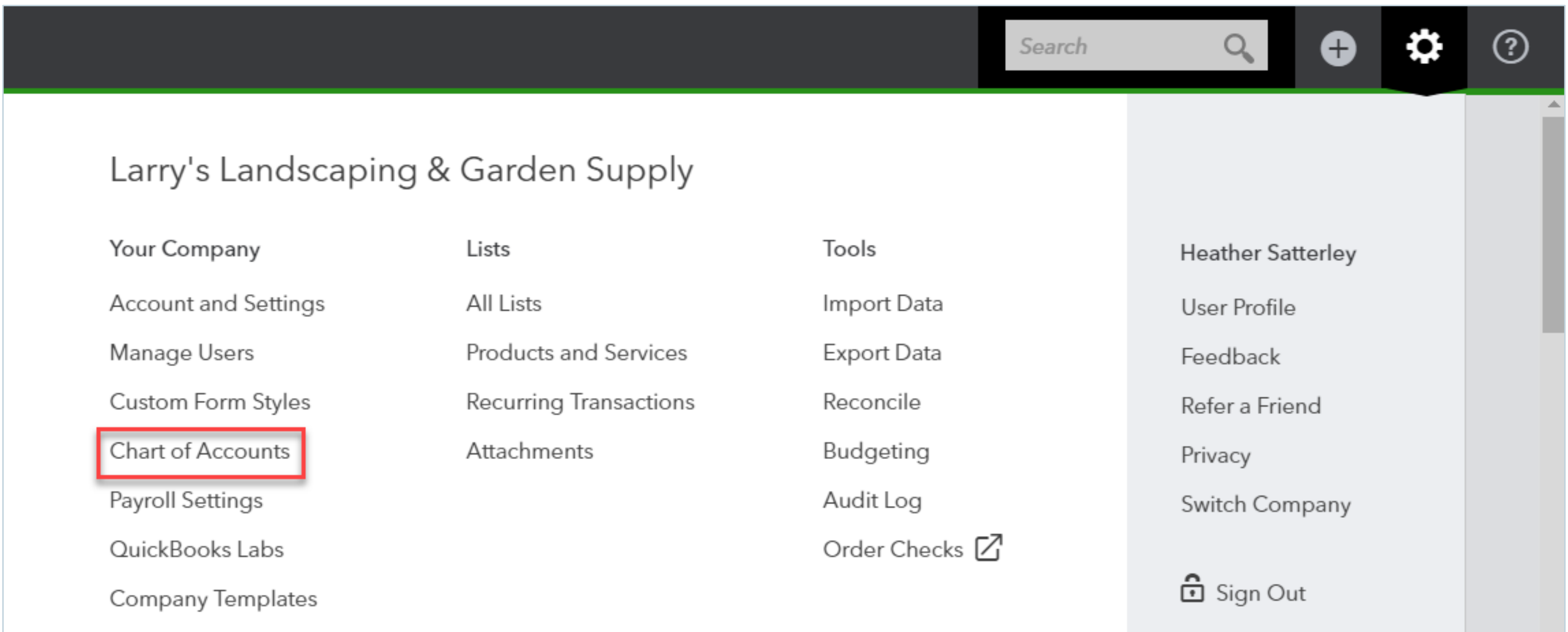
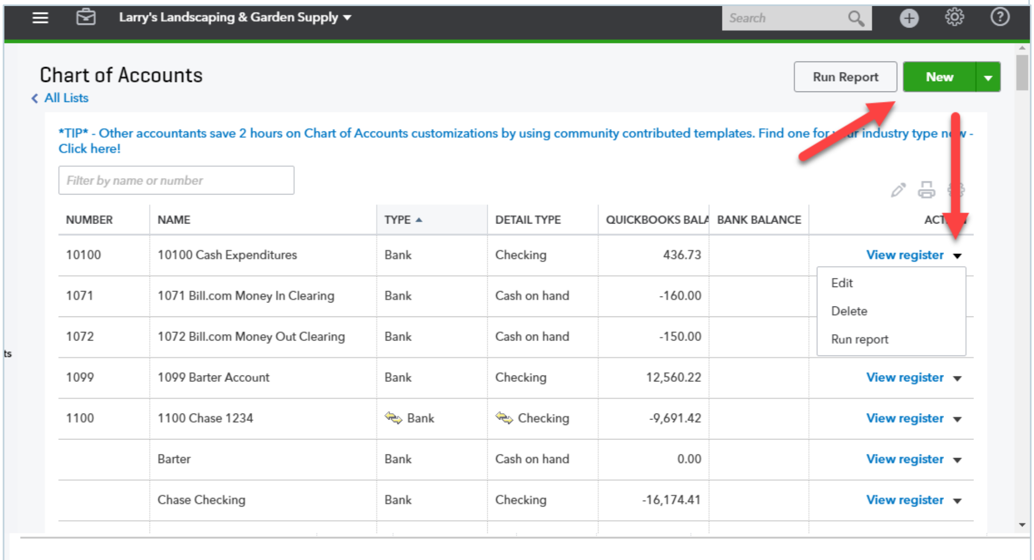


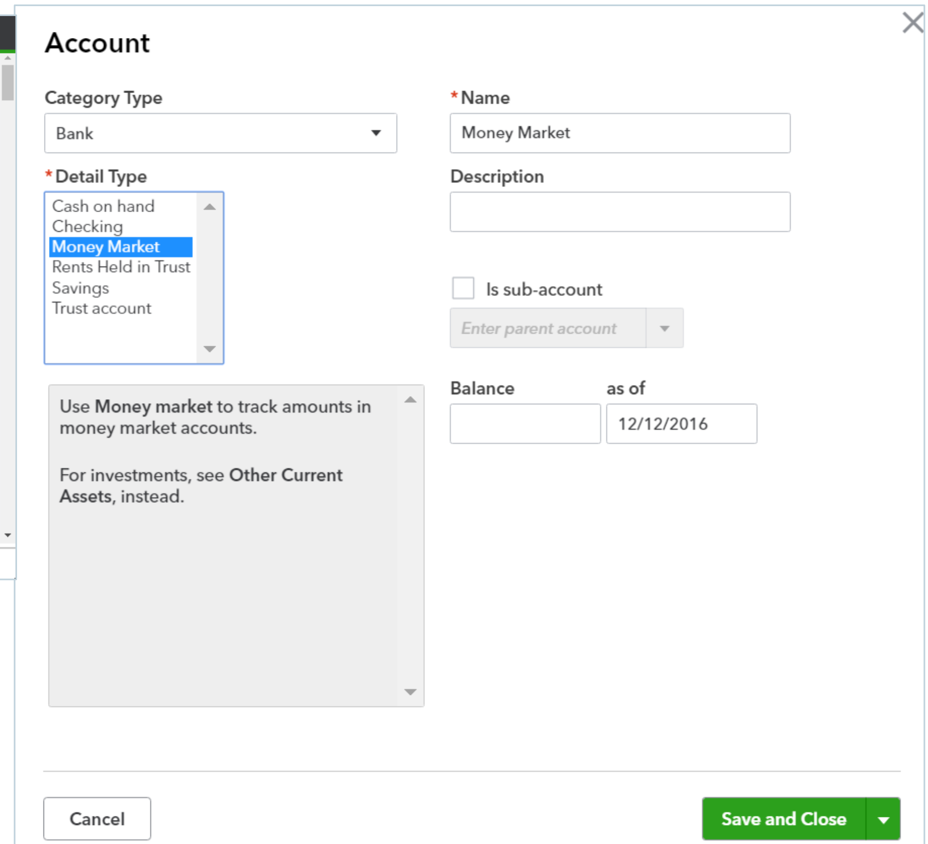
Chart of Accounts



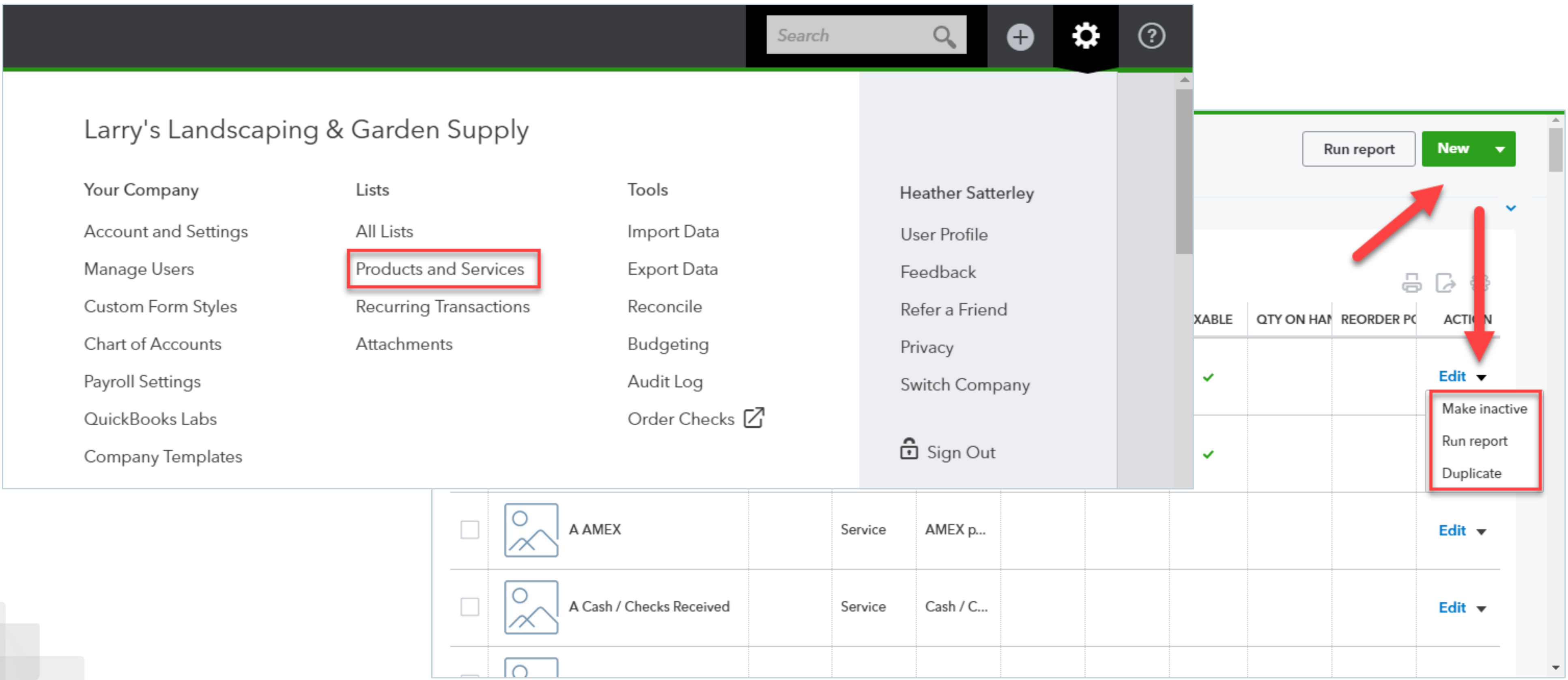
Module 2 – Topic 3: Setup lists and users

Chart of Accounts

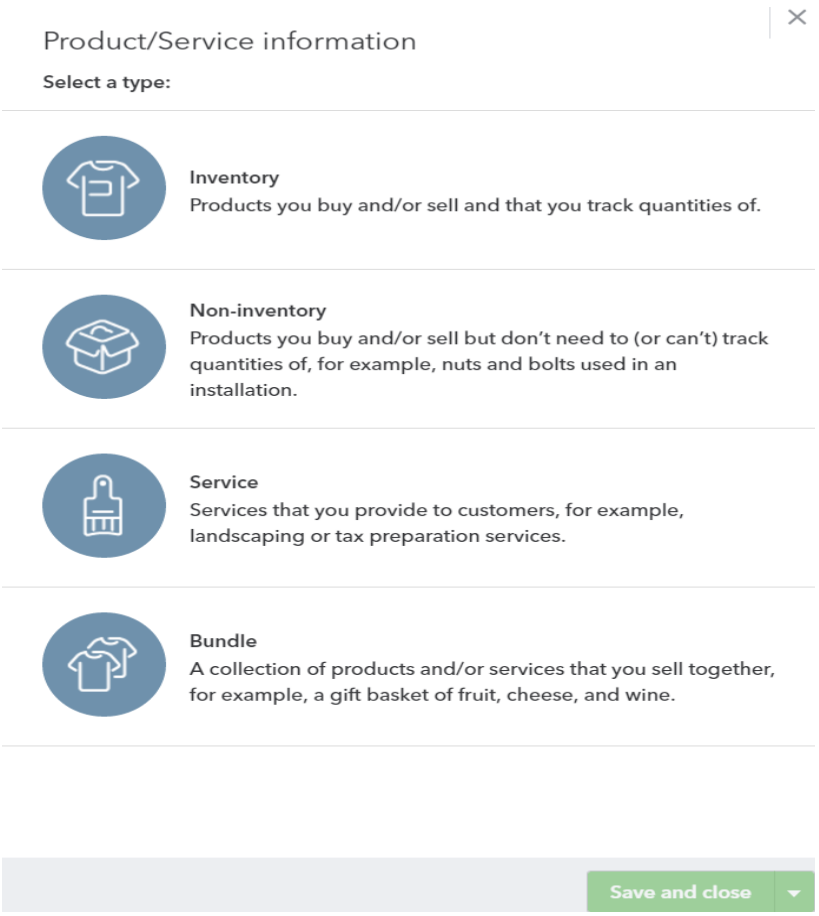


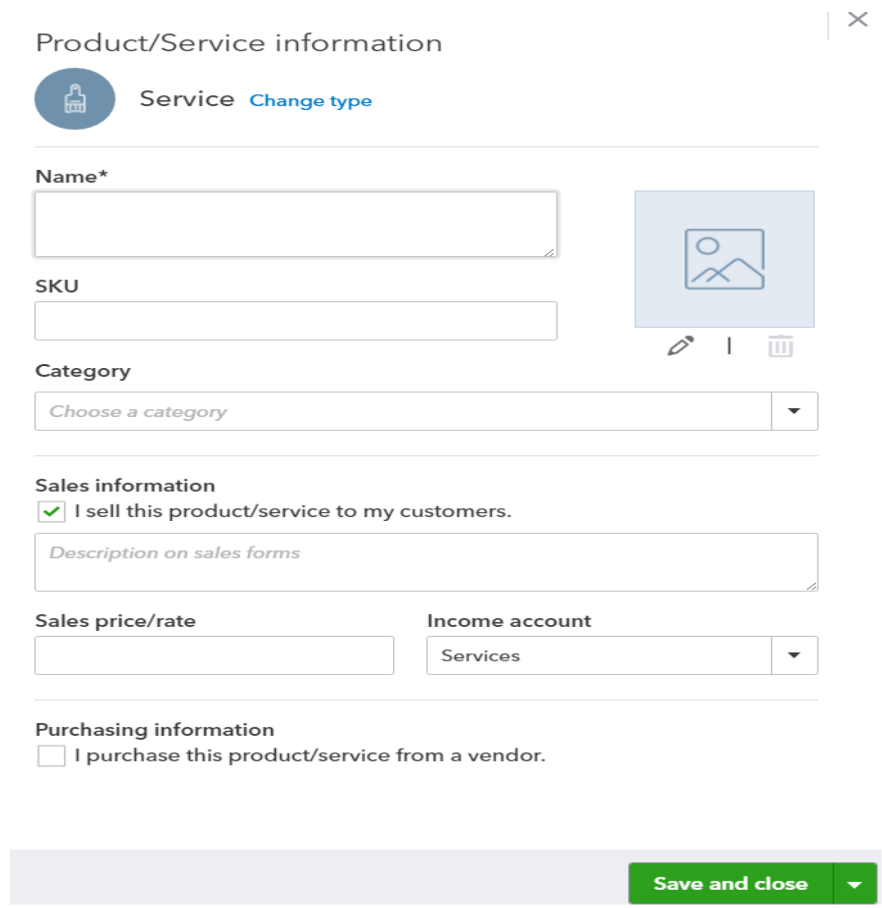


Products and Services List

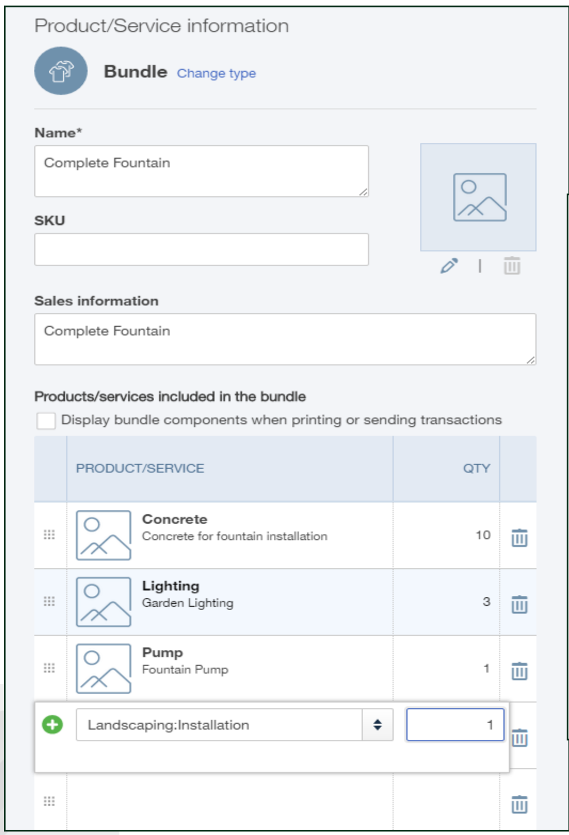


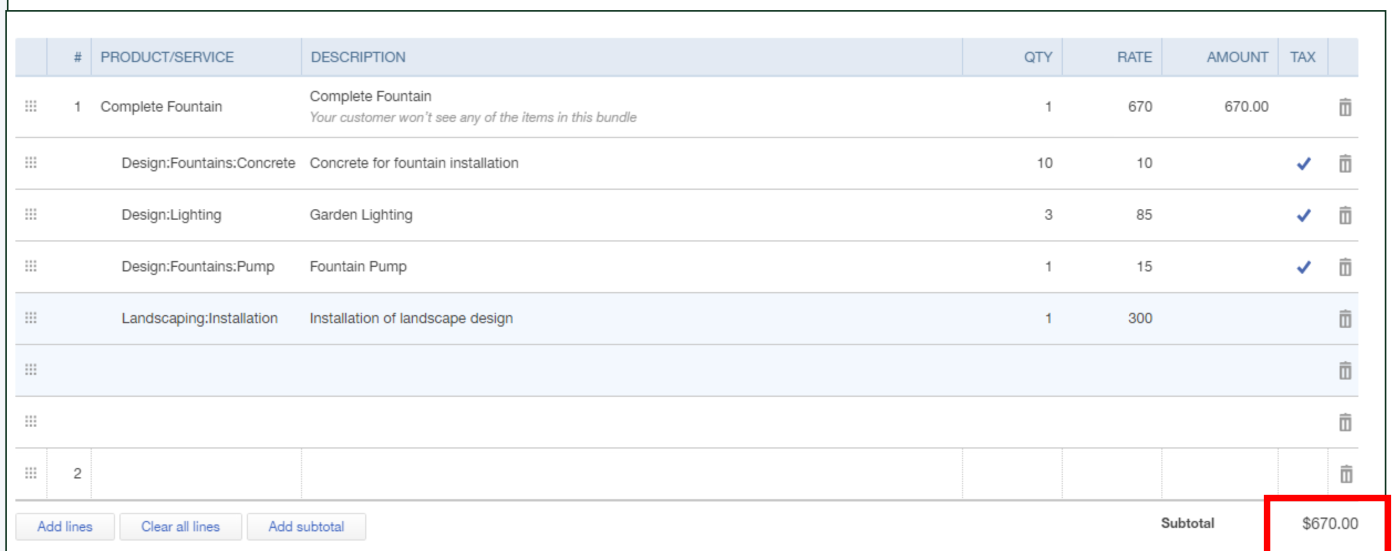
Products and Services List



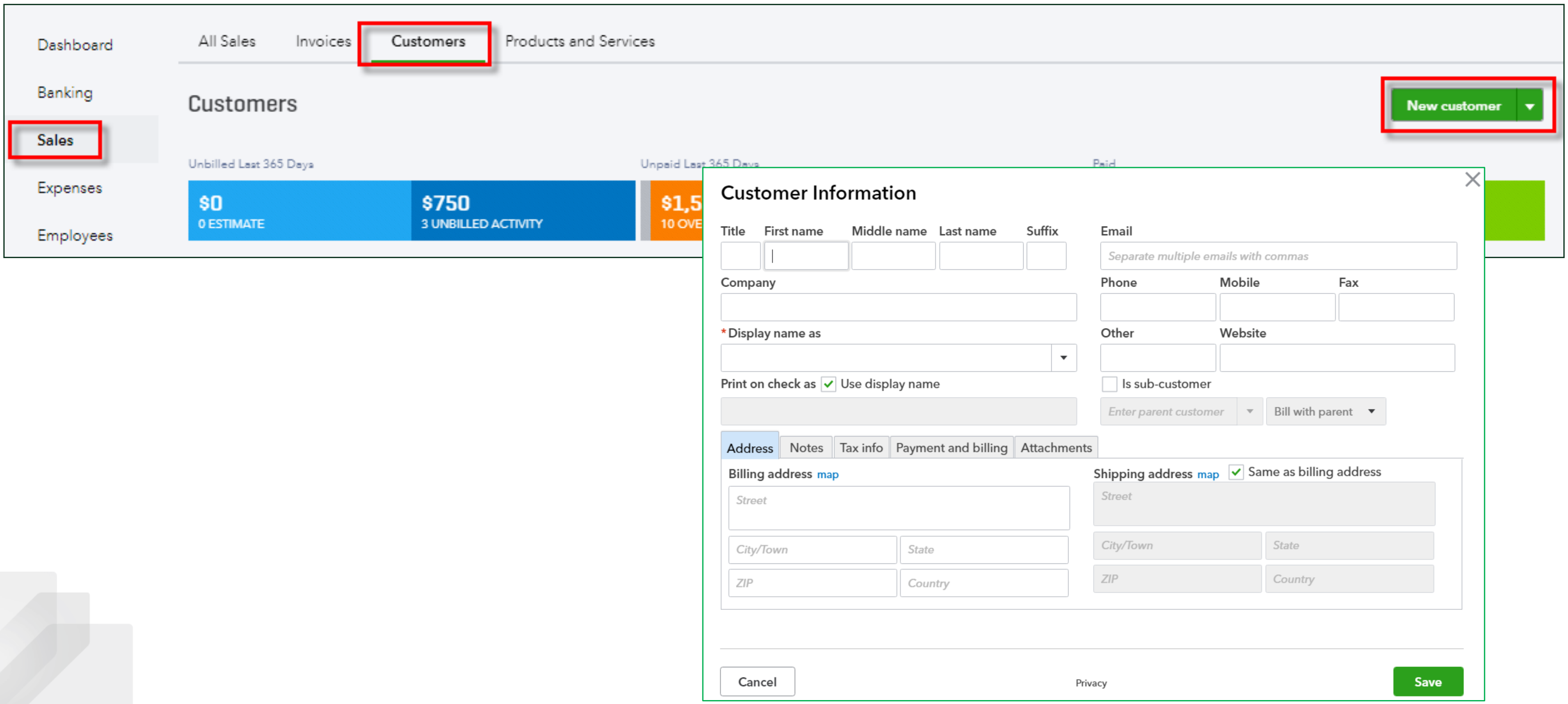


Products and Services List - Bundles

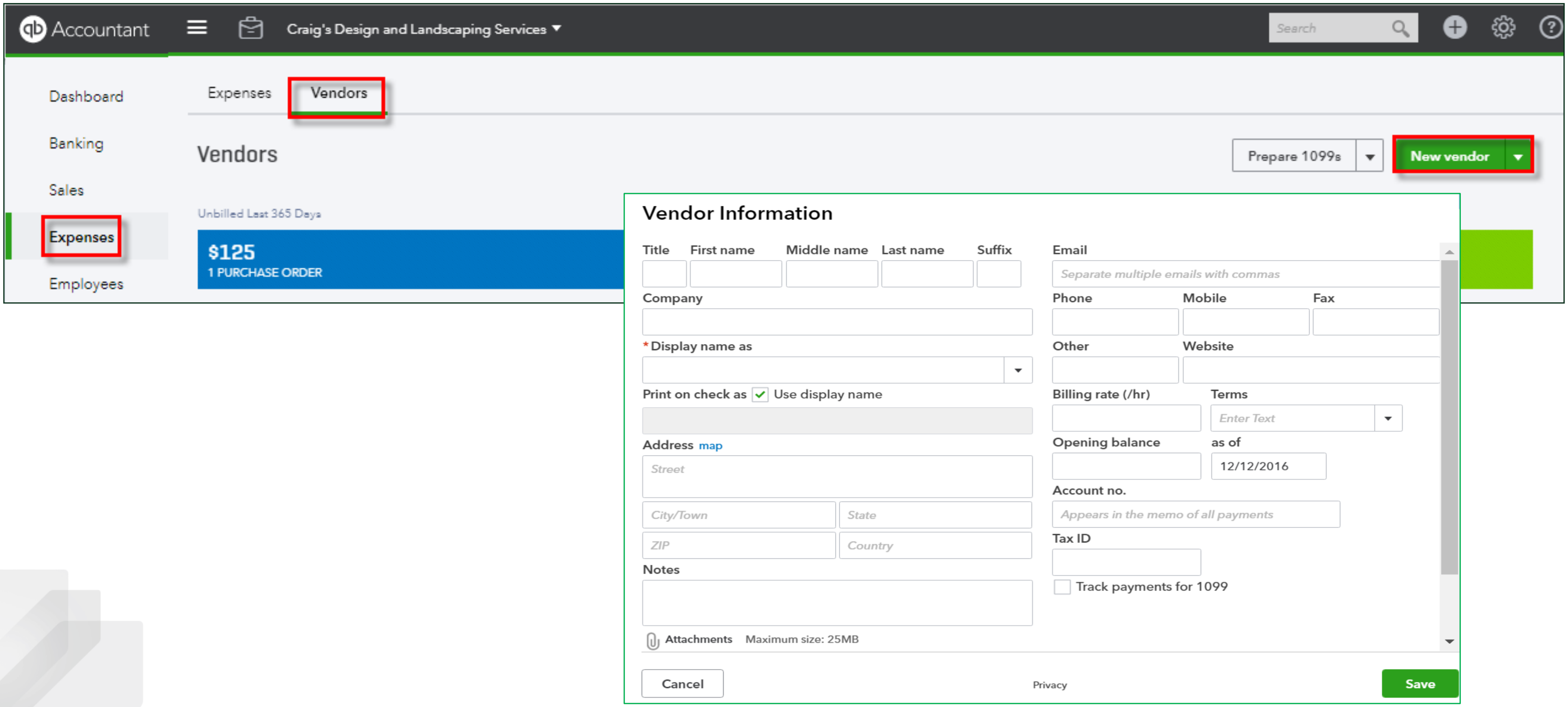




Customer


Dashboard
Banking
Sales
Expenses
Employees
All Sales
Invoices
Customers
Products and Services
Customers
New customer
Unbilled Last 365 Days
$0
0 ESTIMATE
$750
3 UNBILLED ACTIVITY
Unpaid Last 365 Days
Paid
Customer Information
Title
First name
Middle name
Last name
Suffix
Email
Separate multiple emails with commas
Company
Phone
Mobile
Fax
* Display name as
Other
Website
Print on check as
Use display name
Is sub-customer
Enter parent customer
Bill with parent
Address
Notes
Tax info
Payment and billing
Attachments
Billing address map
Shipping address map
Same as billing address
Street
City/Town
State
ZIP
Country
Cancel
Privacy
Save

Vendor

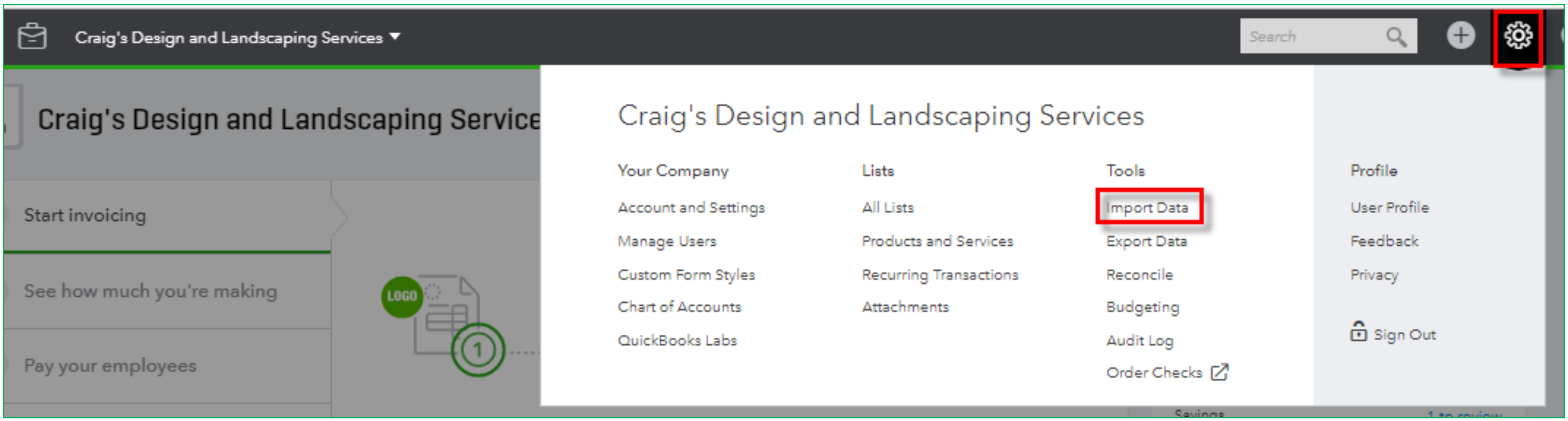

Accountant
Craig's Design and Landscaping Services
Search
Dashboard
Banking
Sales
Expenses
Employees
Expenses
Vendors
Vendors
Prepare 1099s
New vendor
Unbilled Last 365 Days
$125
1 PURCHASE ORDER
Vendor Information
Title
First name
Middle name
Last name
Suffix
Email
Separate multiple emails with commas
Company
Phone
Mobile
Fax
* Display name as
Other
Website
Print on check as
Use display name
Billing rate (/hr)
Terms
Enter Text
Address map
Opening balance
as of
12/12/2016
Street
Account no.
City/Town
State
Appears in the memo of all payments
ZIP
Country
Tax ID
Notes
Track payments for 1099
Attachments Maximum size: 25MB
Cancel
Privacy
Save

Topic 4: Importing into QuickBooks Online

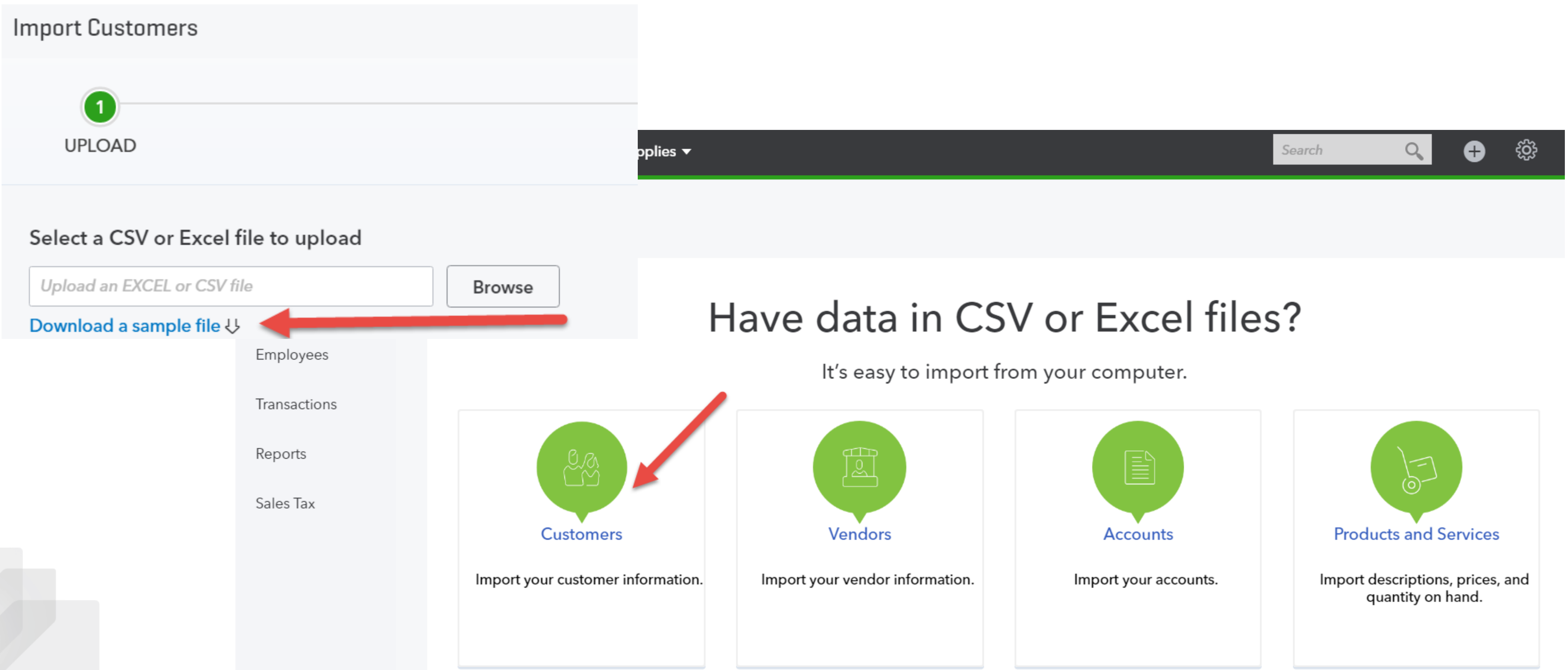
Upon completion of this topic, you should be able to:

- Identify the steps to import data into QuickBooks Online

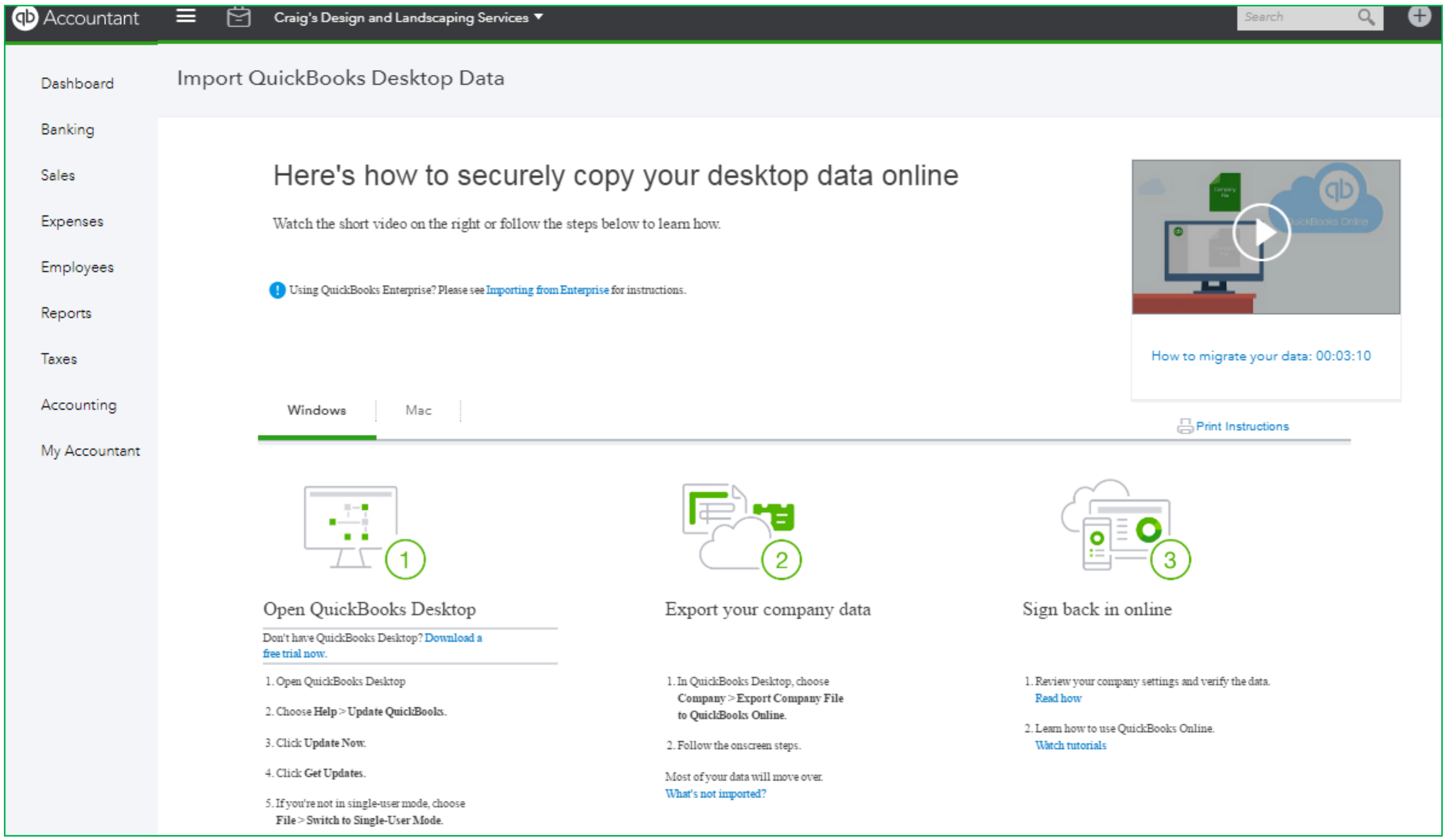
Importing lists using Excel



Importing lists using Excel

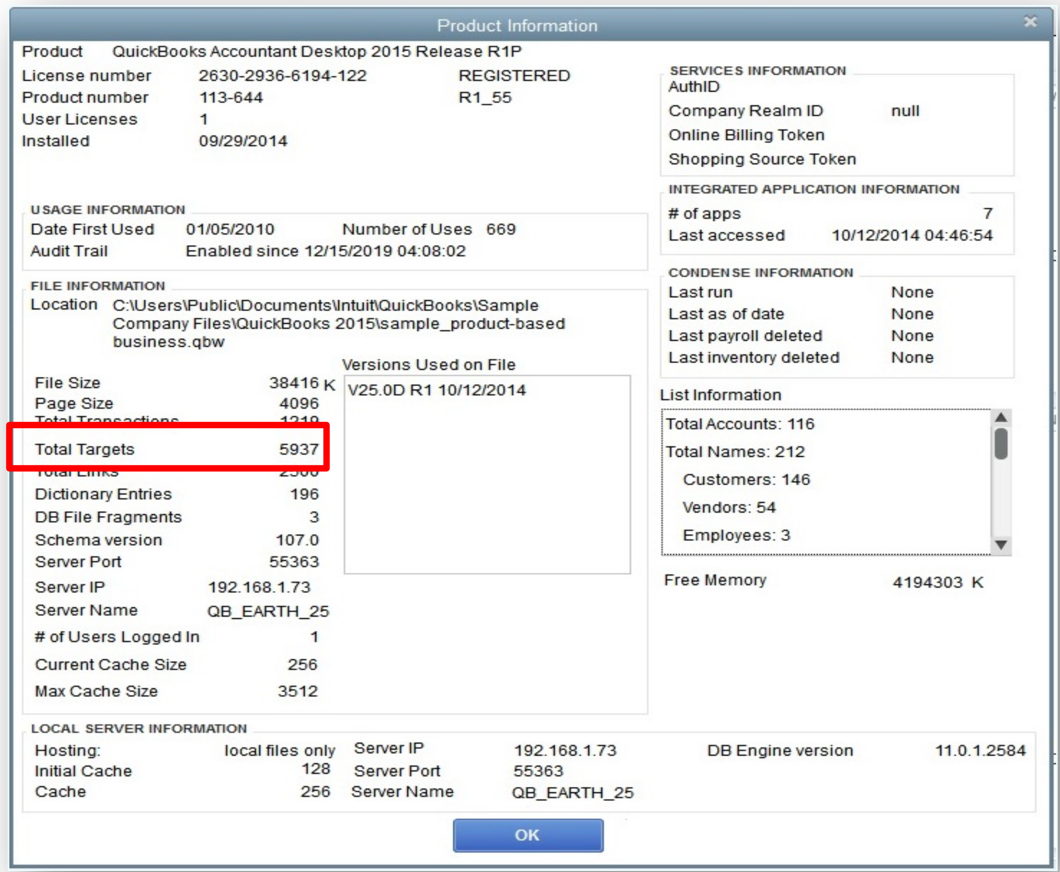


Converting from QuickBooks Desktop

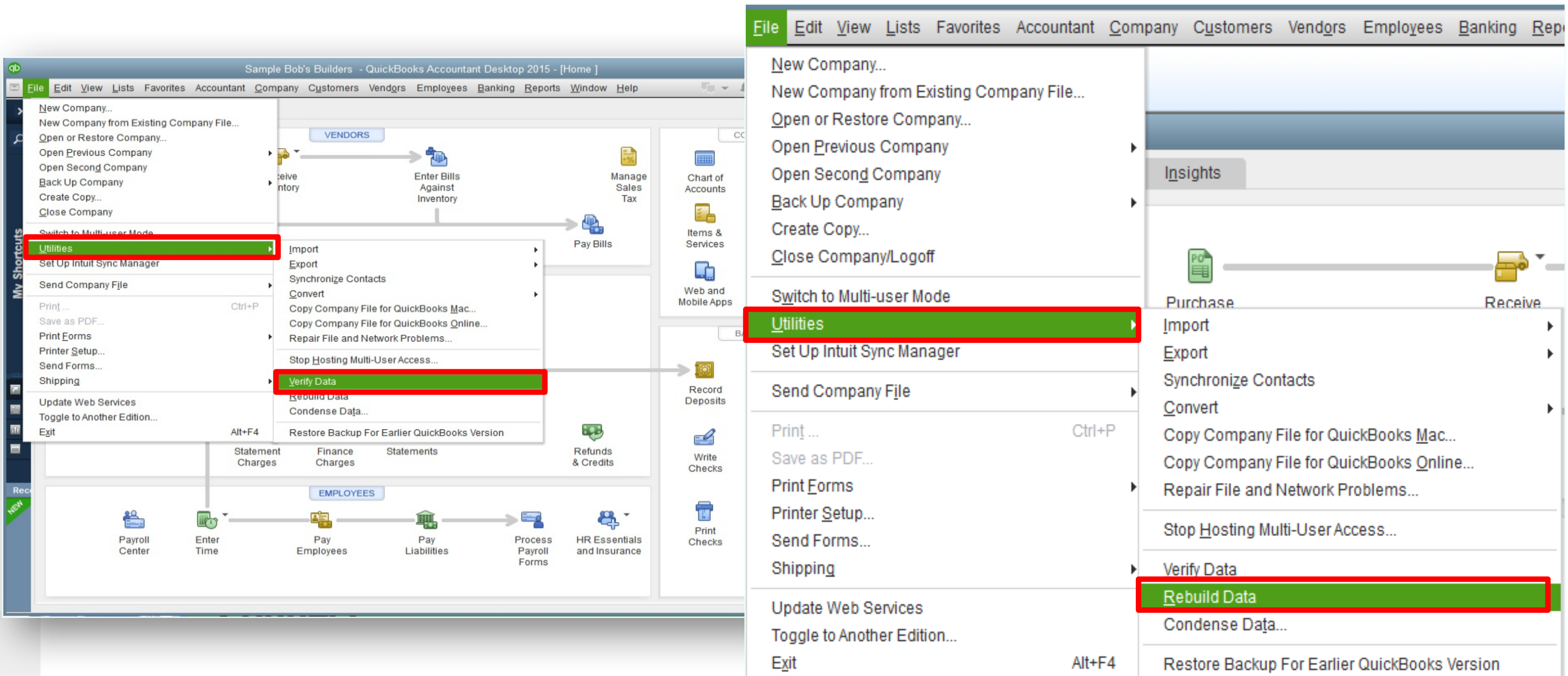


In QuickBooks Desktop – press F2

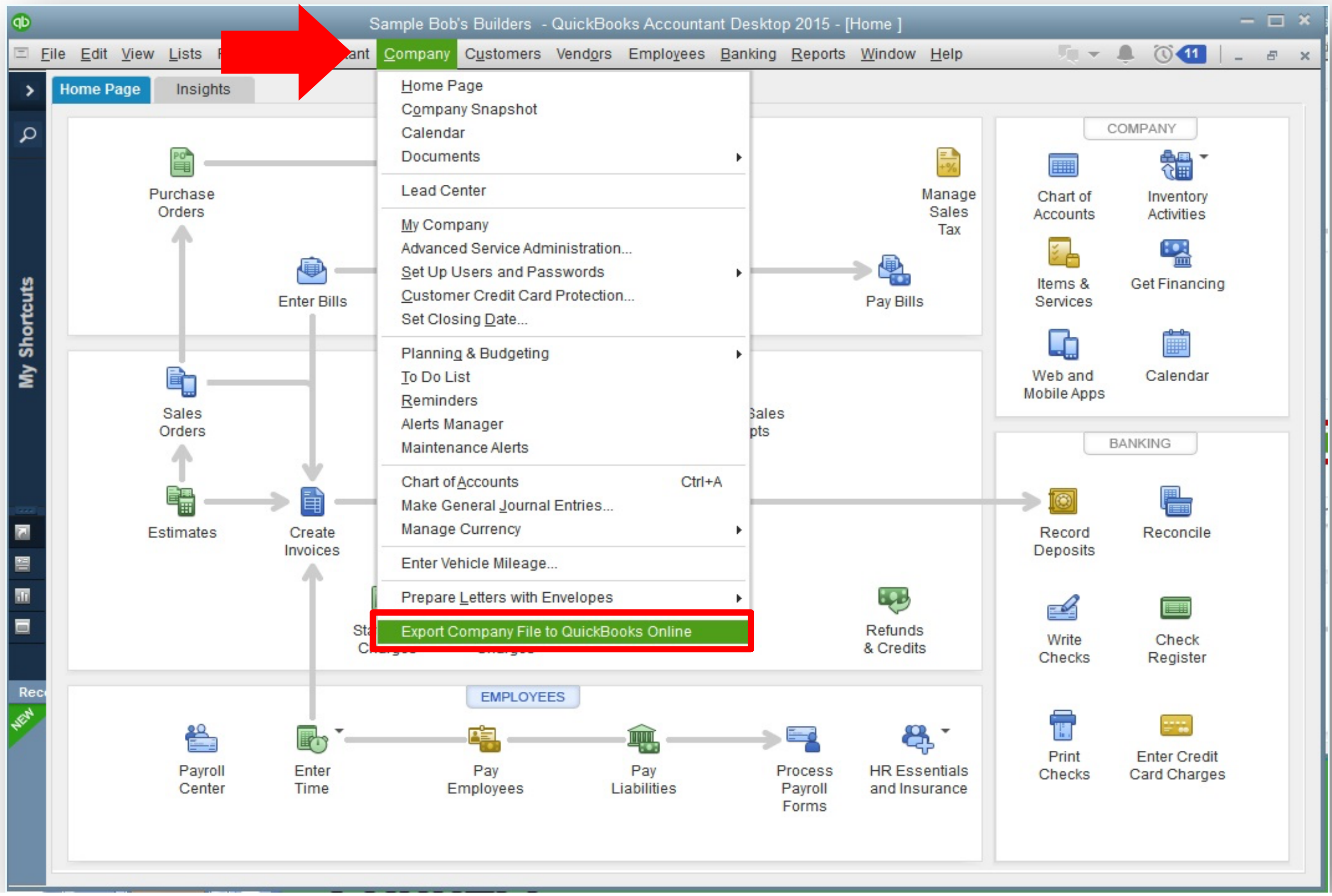
Maximum targets: 350,000



In QuickBooks Desktop
Verify and Rebuild (if necessary)

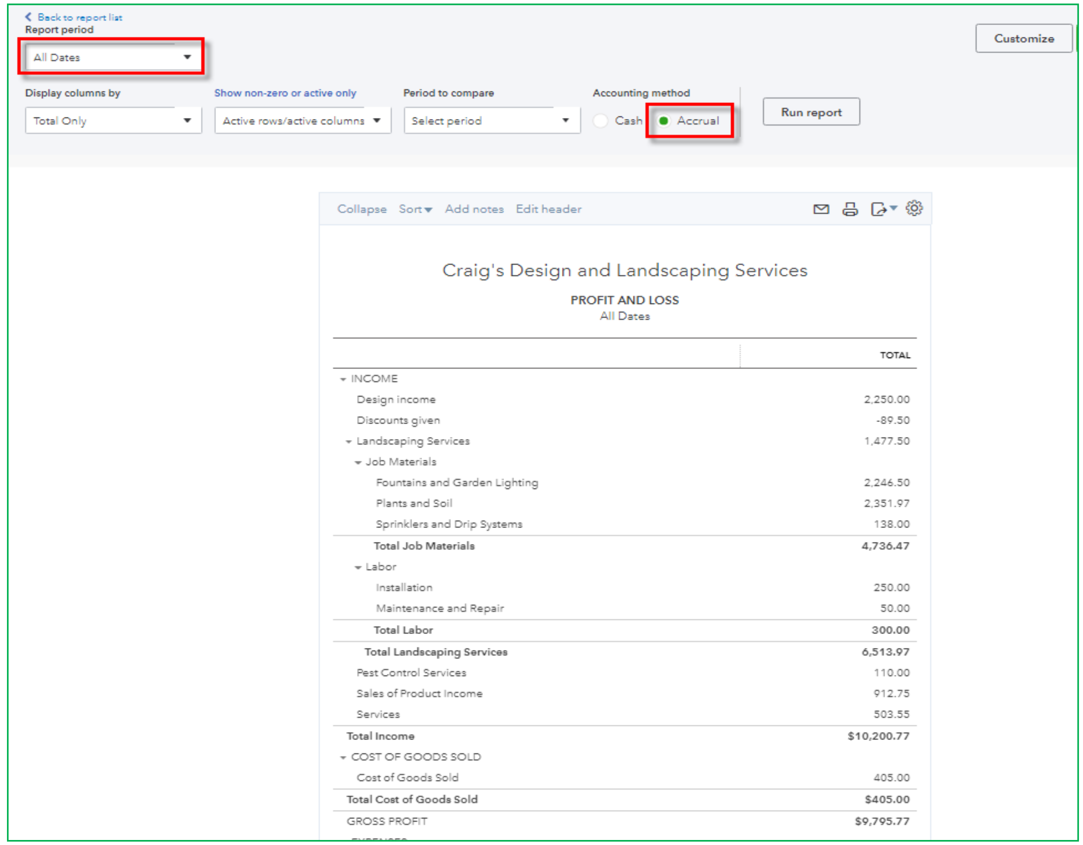


In QuickBooks Desktop – Convert



In QuickBooks Desktop
Post Conversion – Compare Reports

Balance Sheet and
Profit & Loss
- Accrual Basis
- All Dates



Module 3
Navigating & Customizing

Module 3 : Navigating & Customizing

Navigating QuickBooks Online

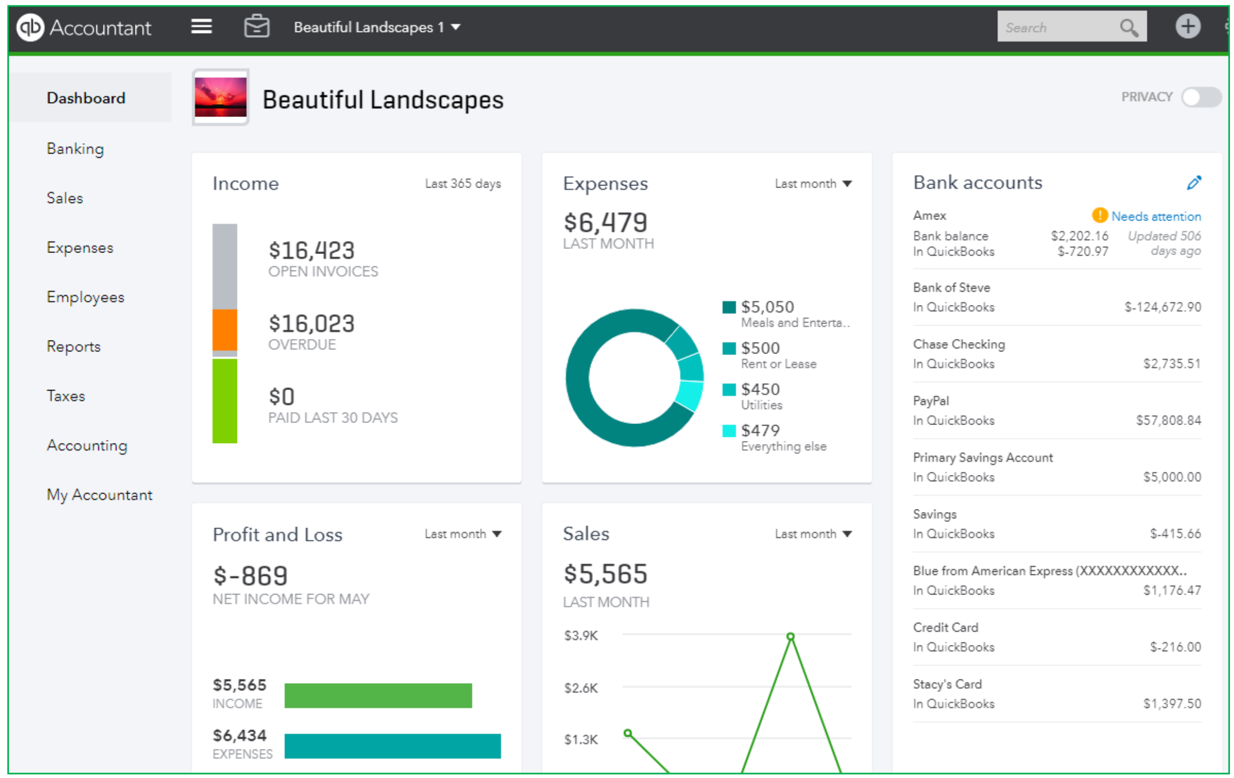
QuickBooks Apps for Mac and Windows

Topic 1: Navigating QuickBooks Online

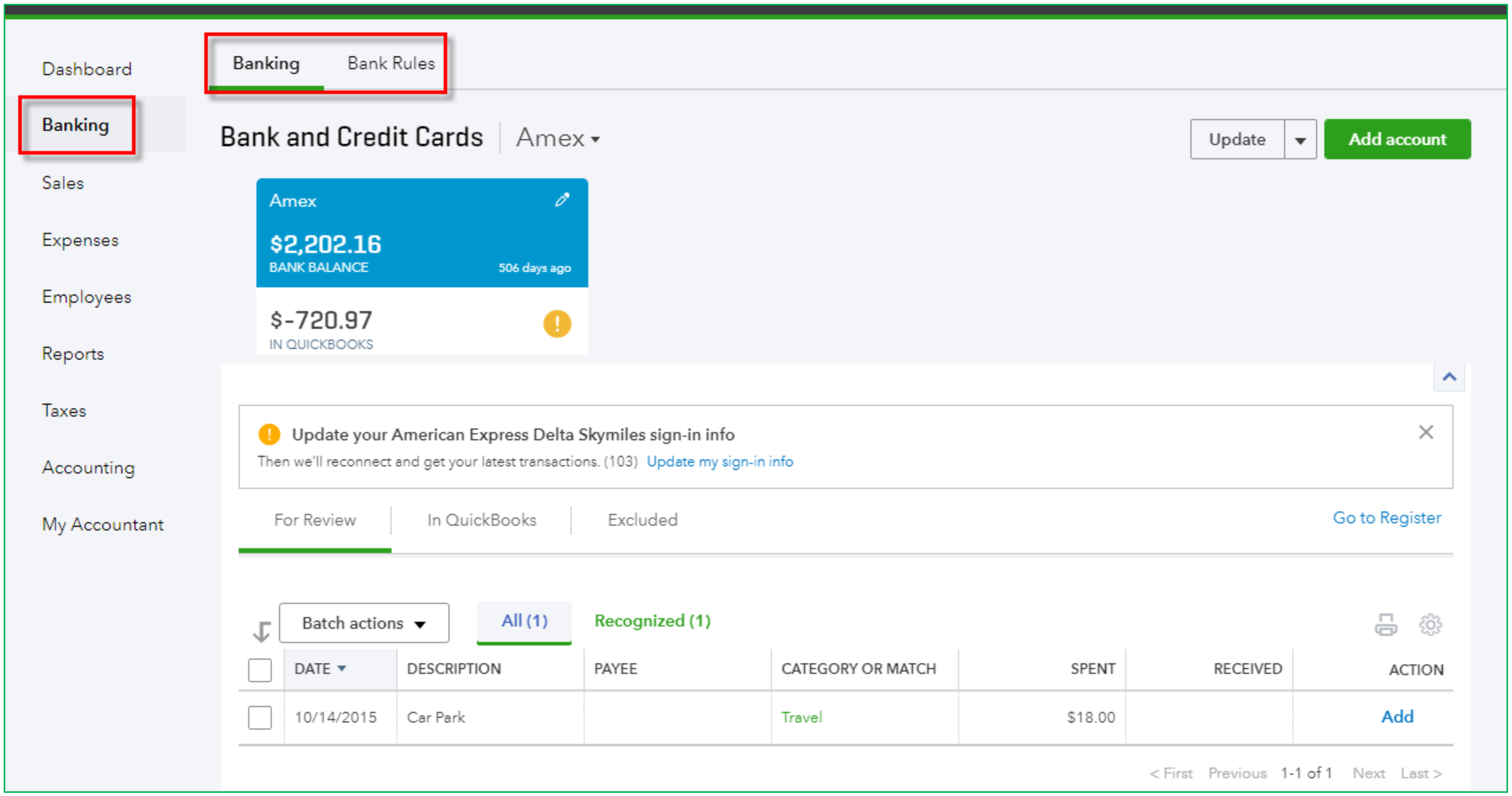
Upon completion of this topic, you should be able to:

- Recognize key components of the QuickBooks Online interface

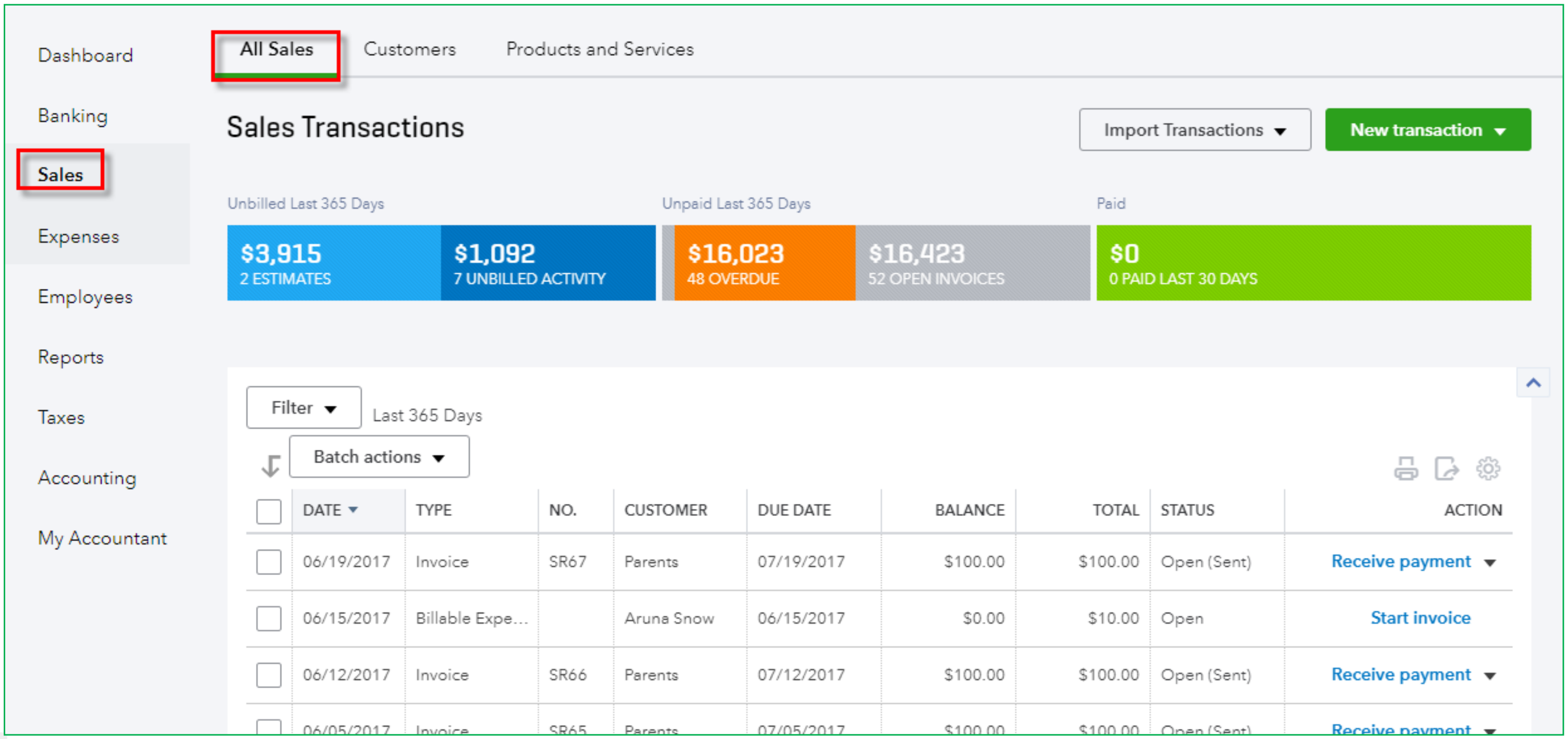
Left Navigation Pane



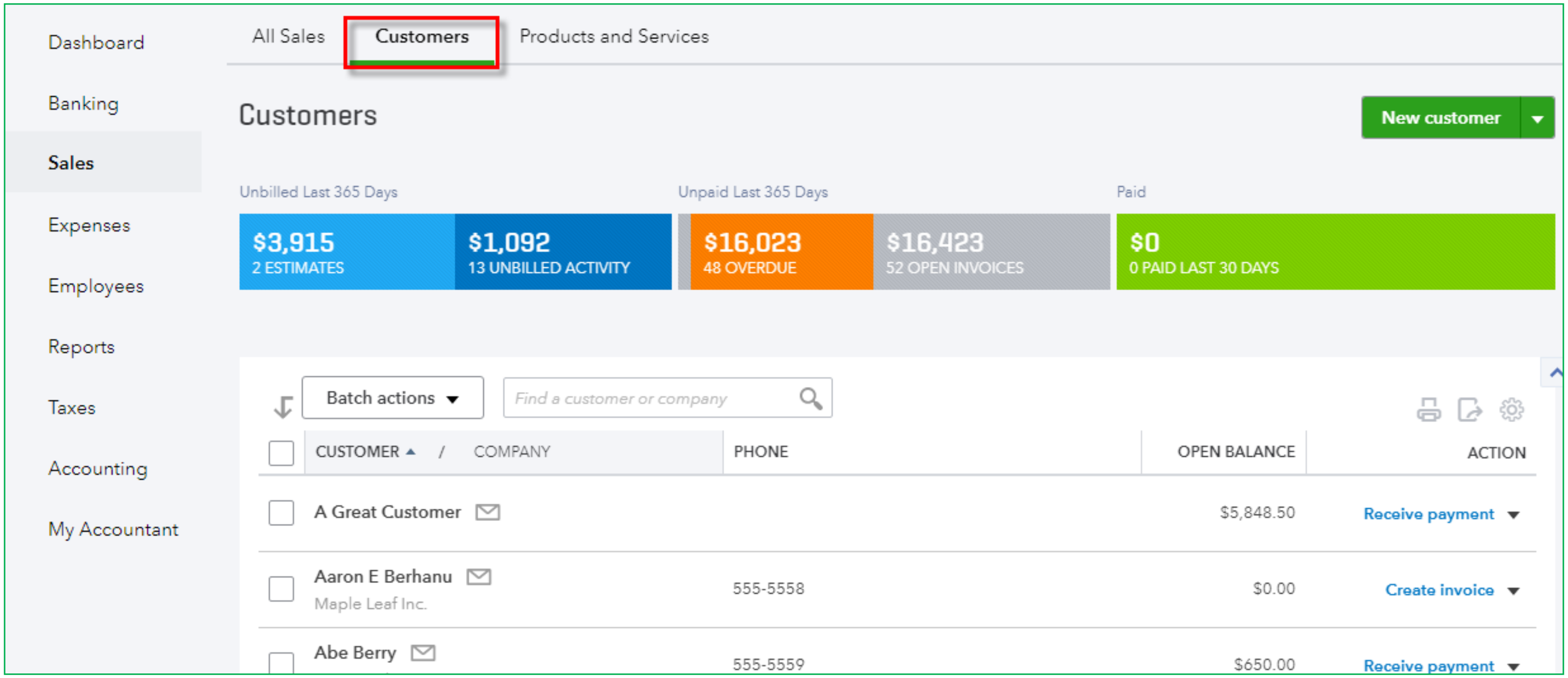
Left Navigation Pane: Banking



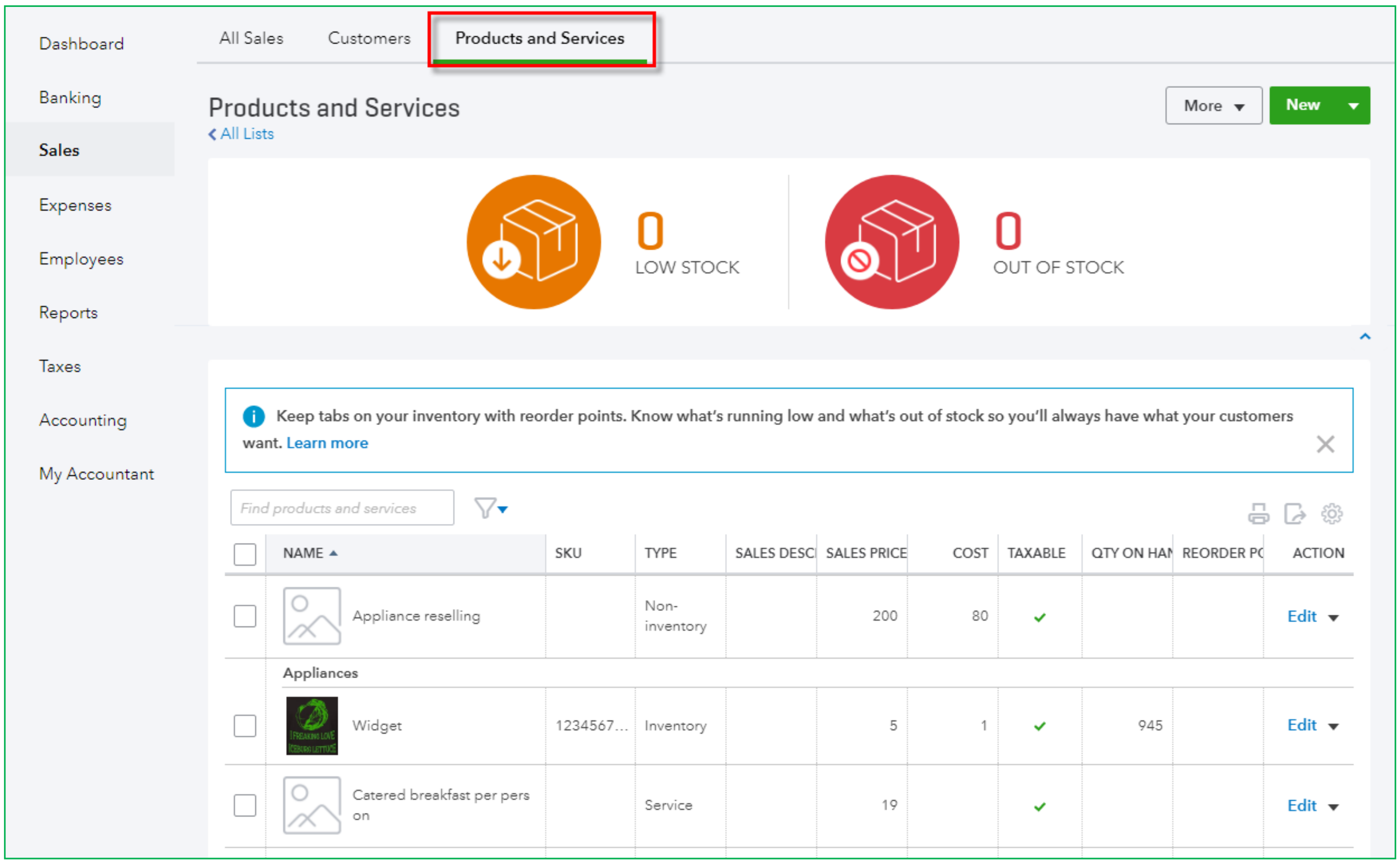
Left Navigation Pane: Sales – All Sales



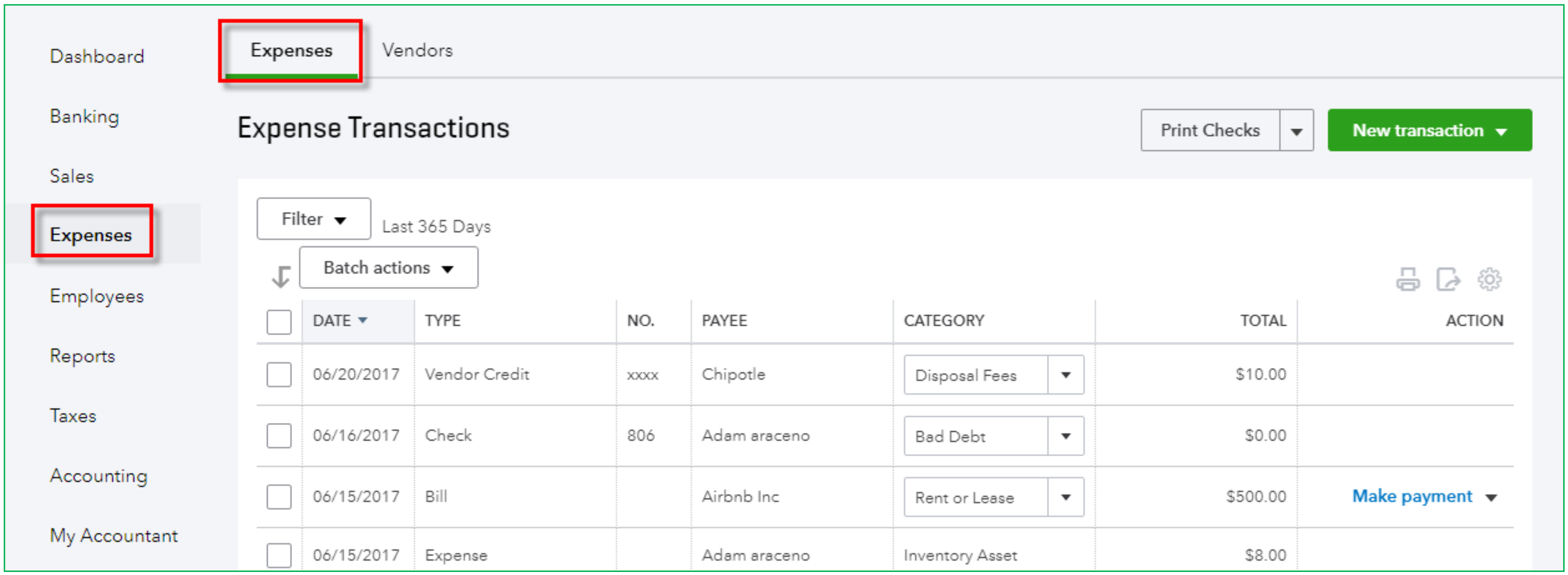
Left Navigation Pane: Sales-Customers



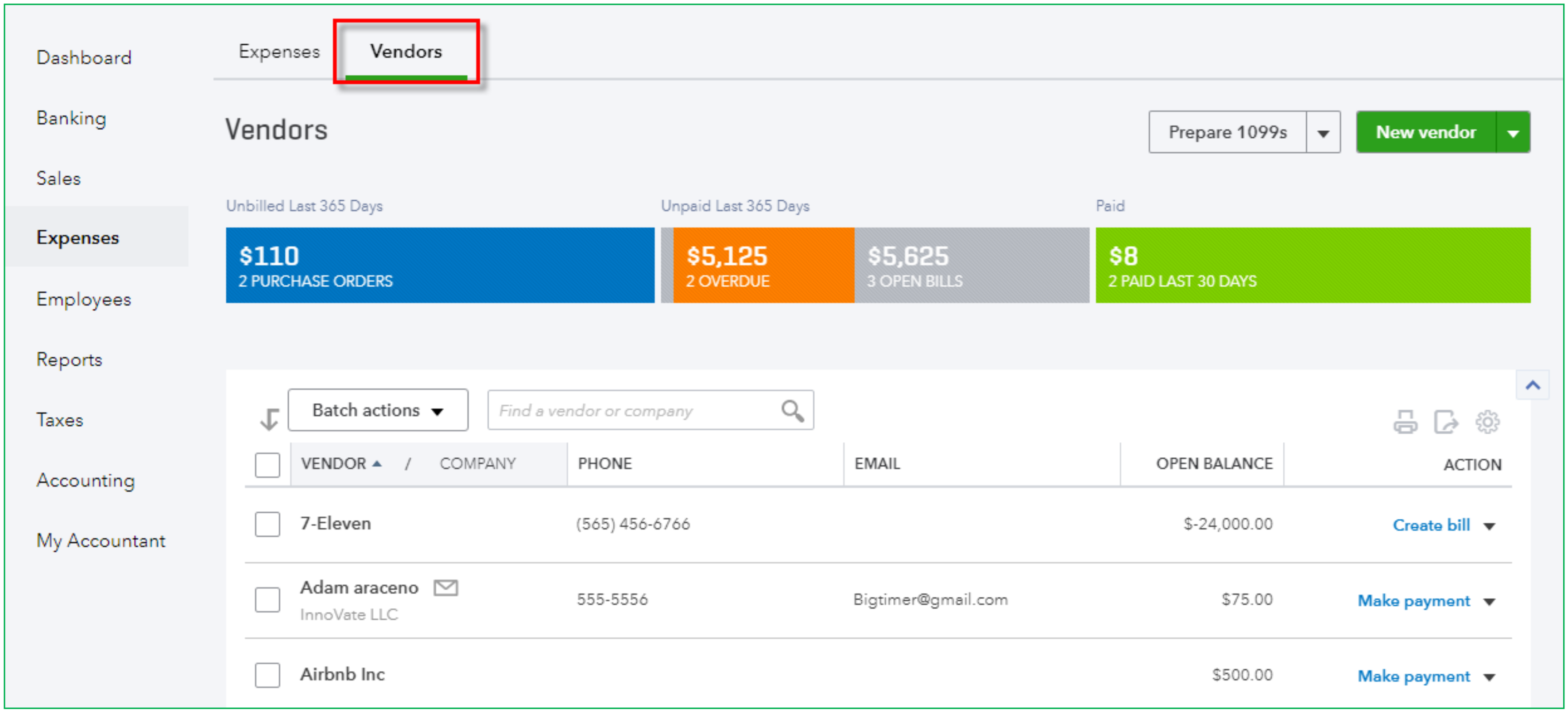
Left Navigation Pane: Sales – Products & Services



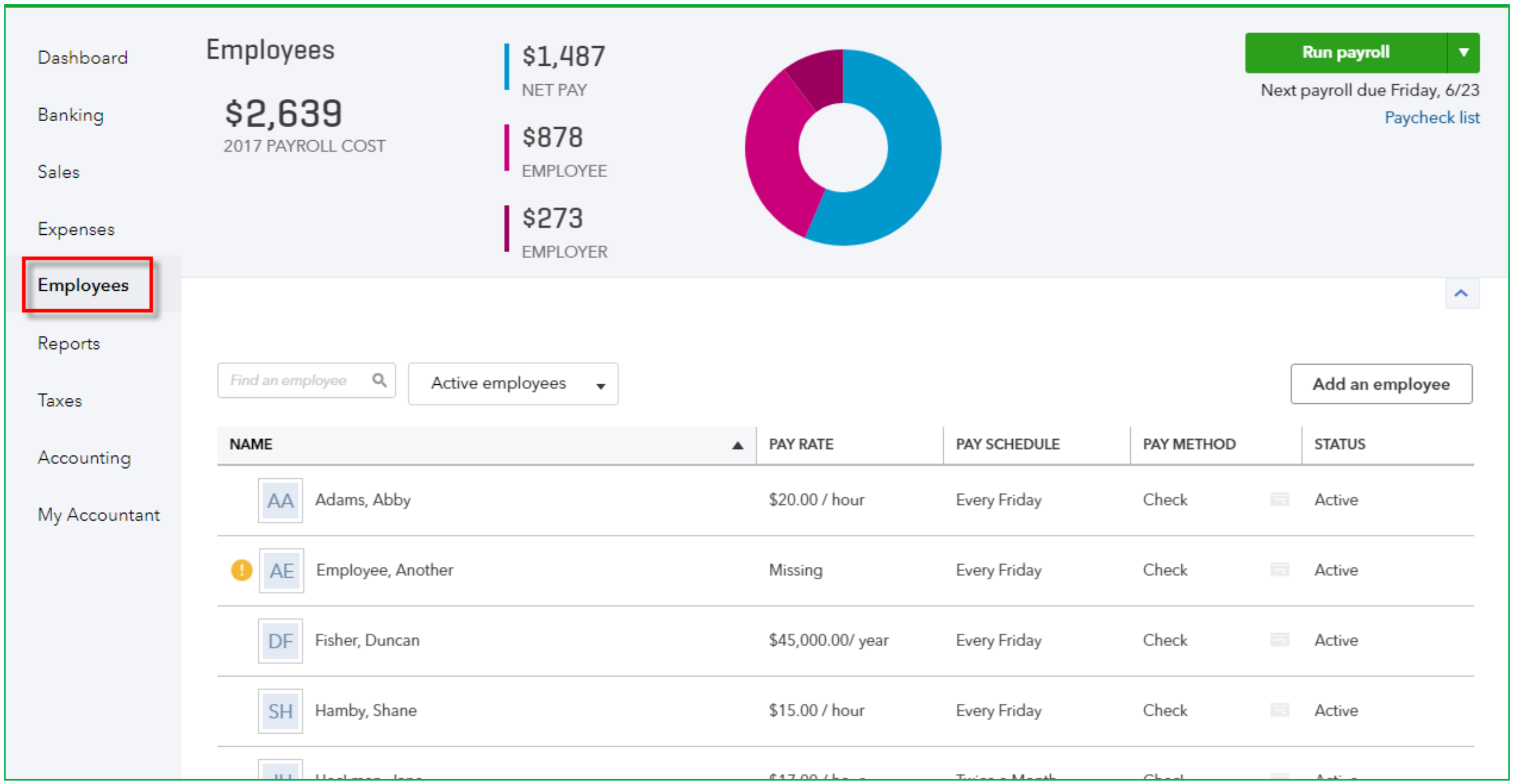
Left Navigation Pane: Expenses



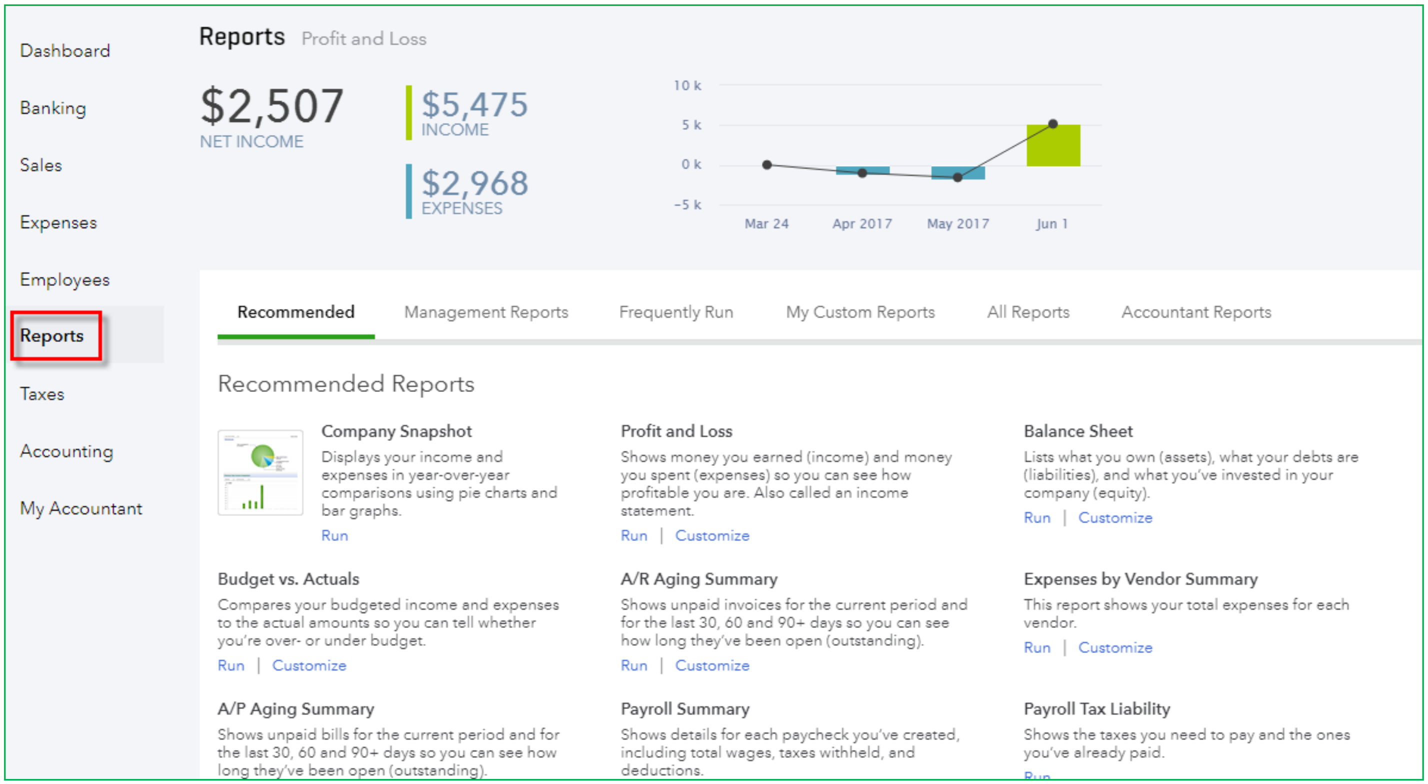
Left Navigation Pane: Expenses- Vendors



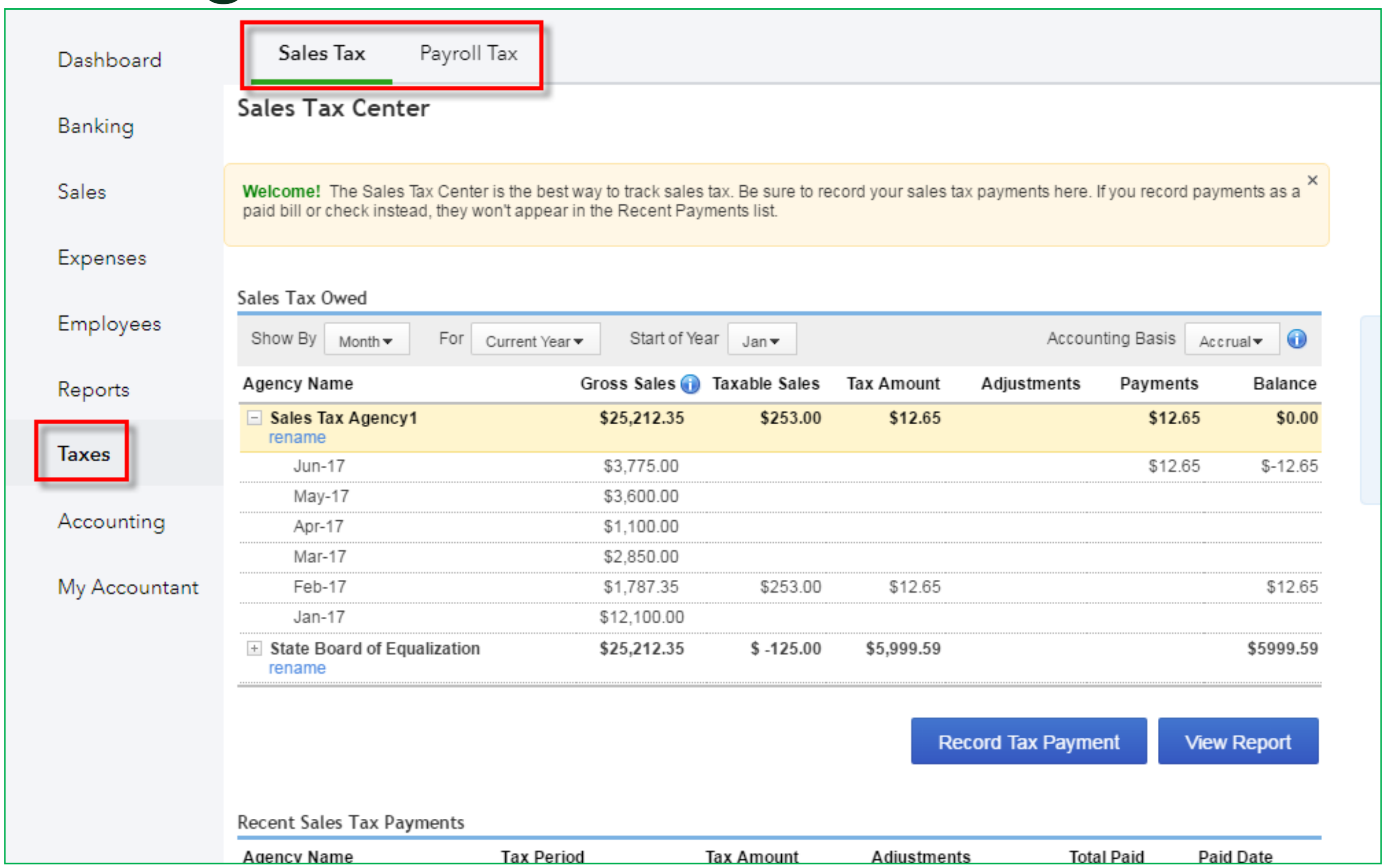
Left Navigation Pane: Employees



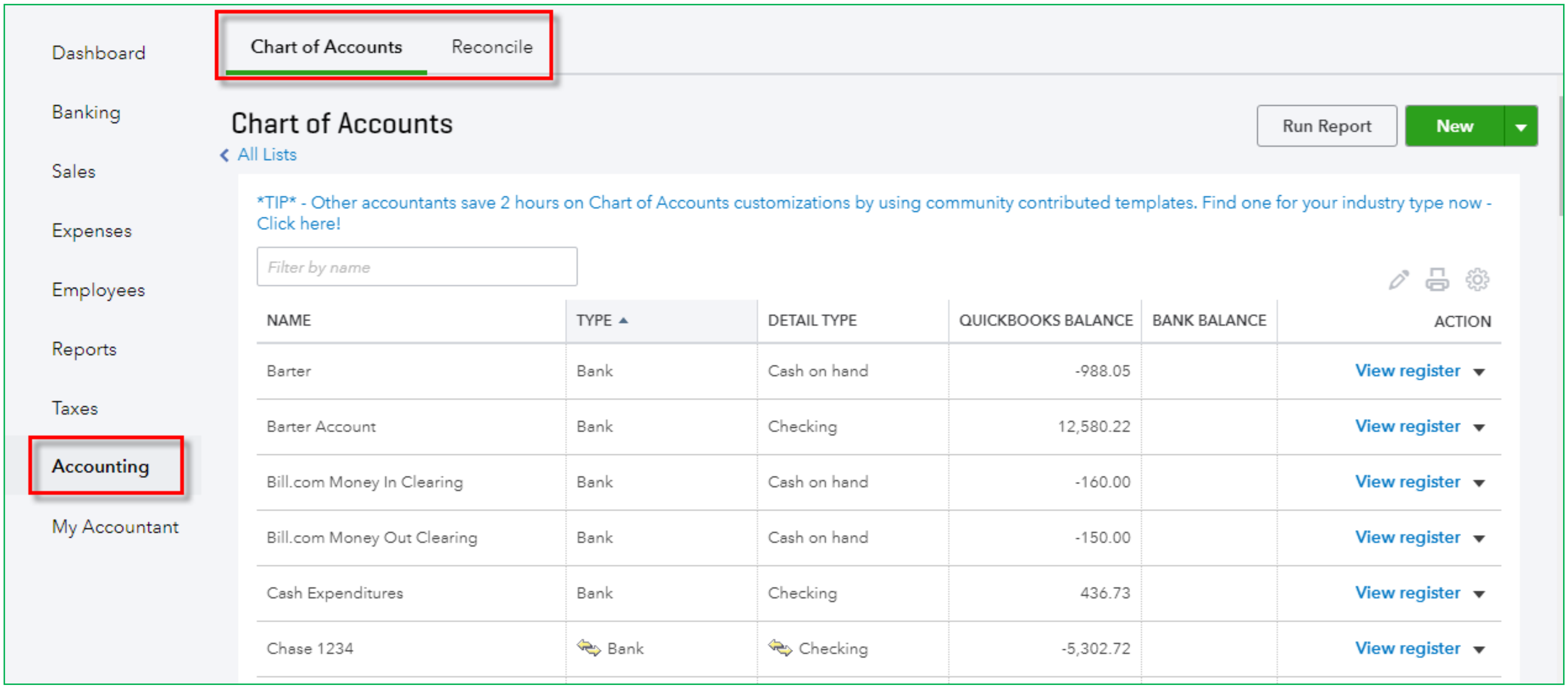
Left Navigation Pane: Reports



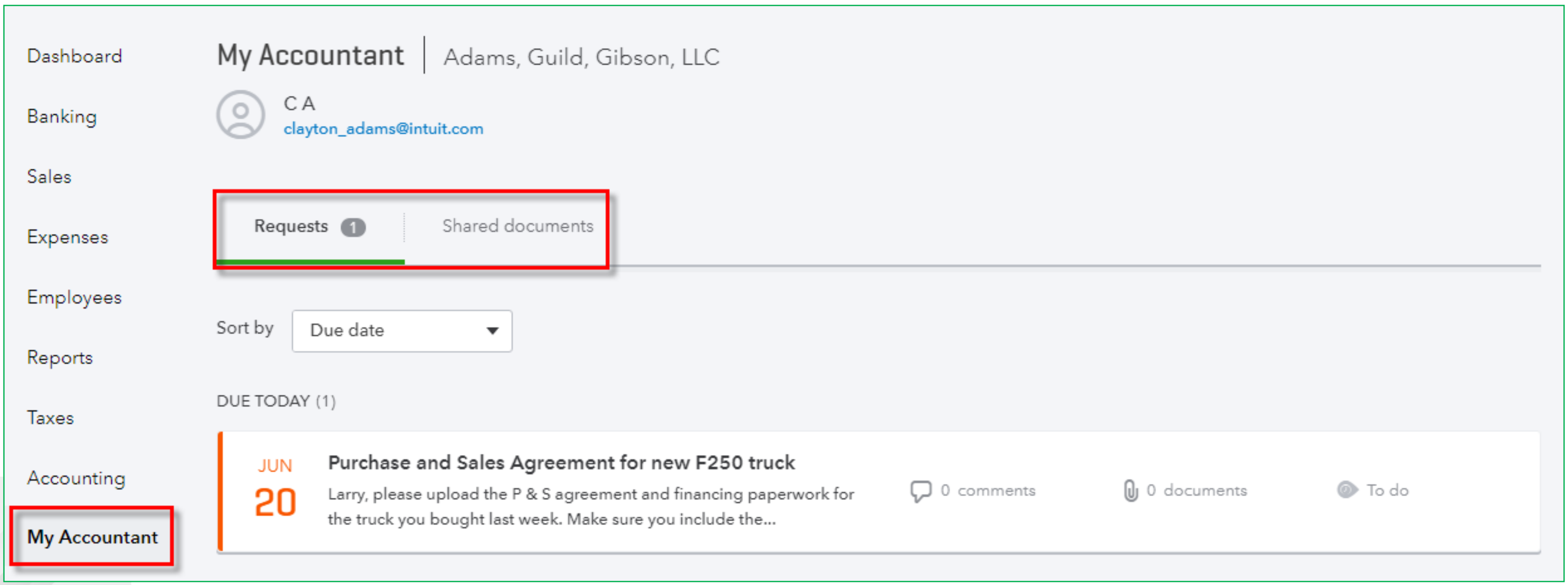
Left Navigation Pane: Taxes



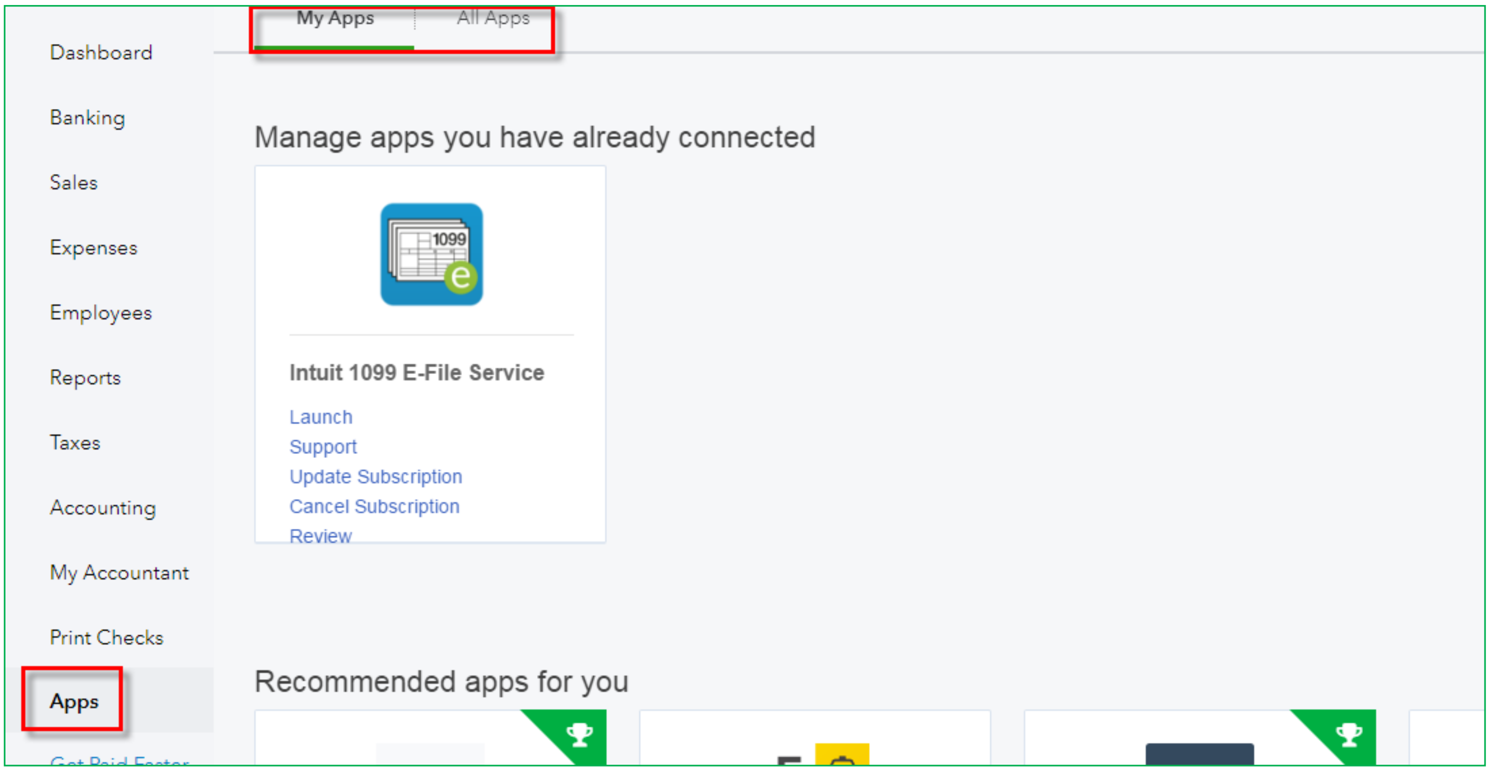
Left Navigation Pane: Accounting-Chart of Accounts



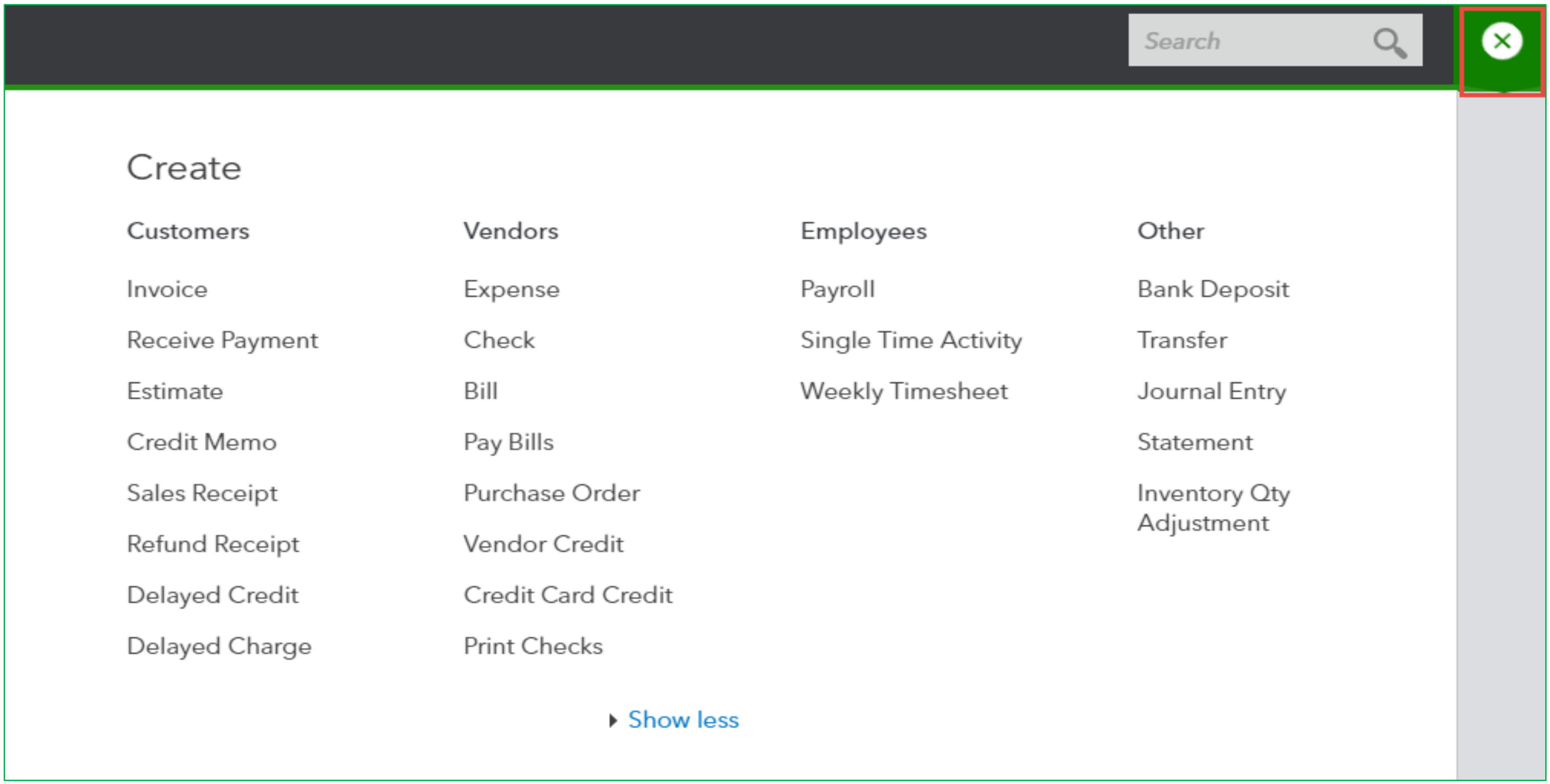
Left Navigation Pane: My Accountant



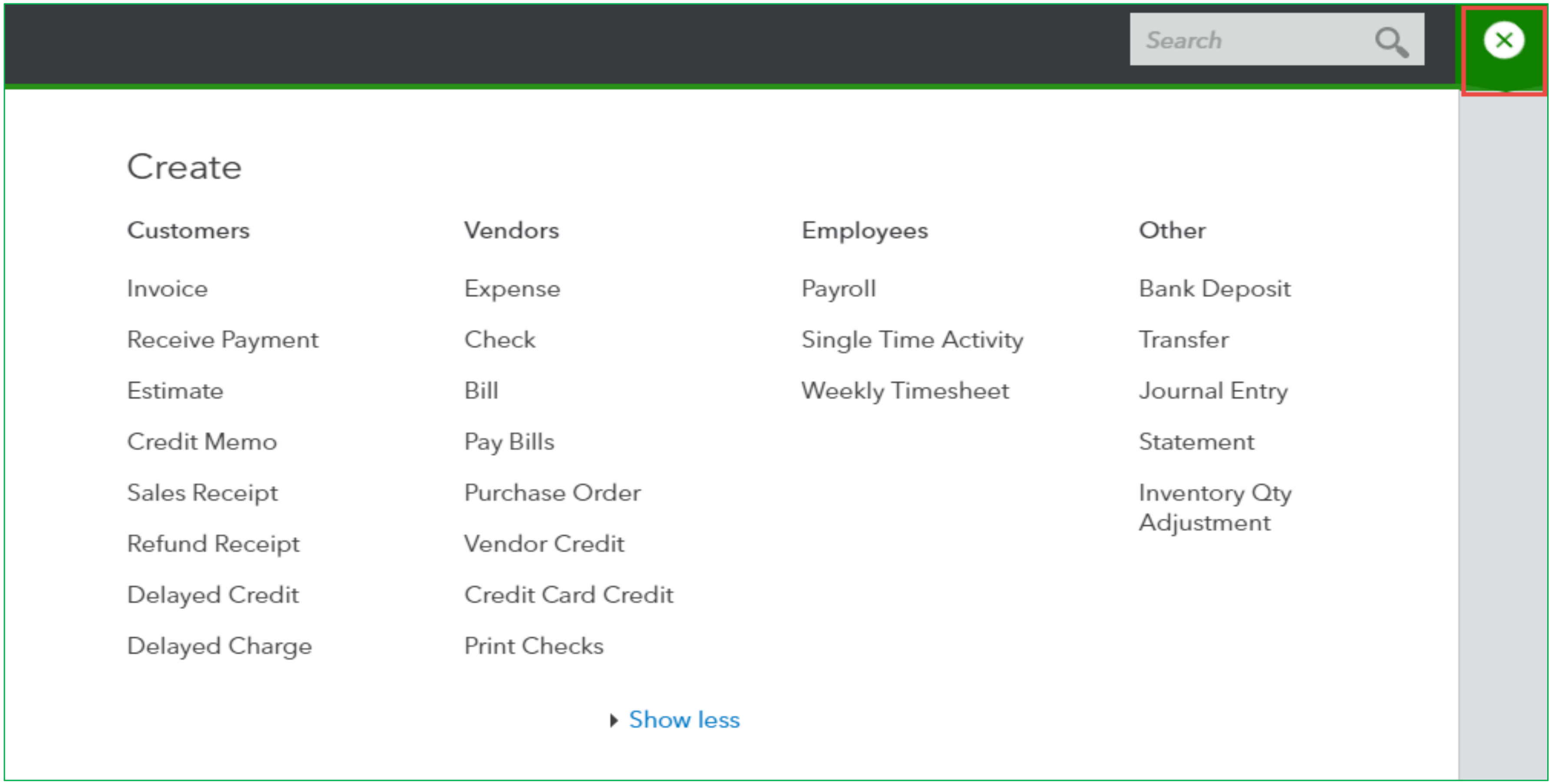
Left Navigation Pane: Apps



Top Navigation Bar: Quick Create



Top Navigation Bar: Quick Create

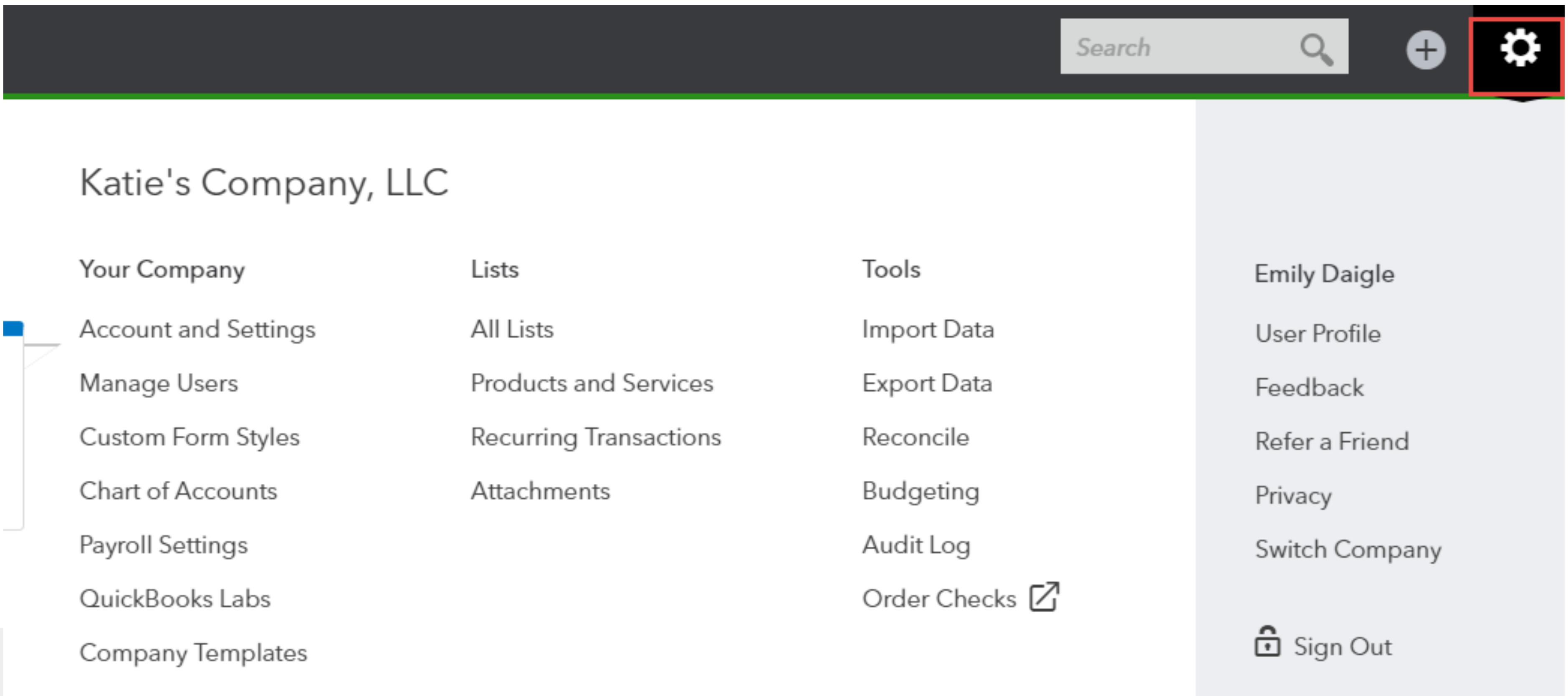


Top Navigation Bar: Search

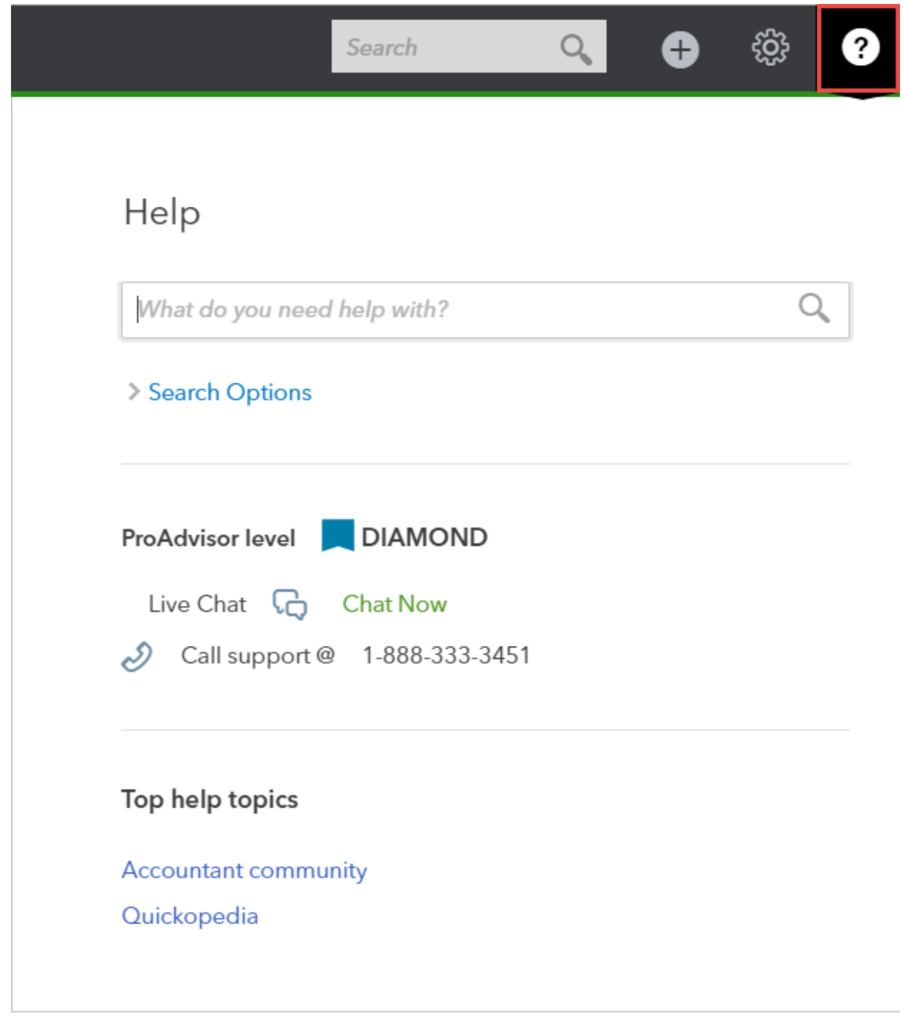
Client

Accountant

Top Navigation Bar: Gear



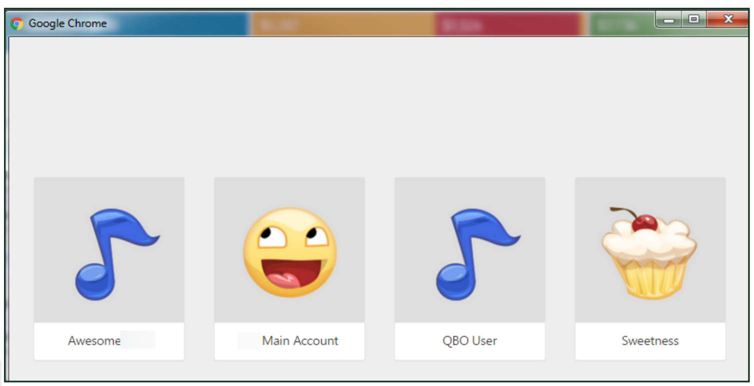
Top Navigation Bar: Help

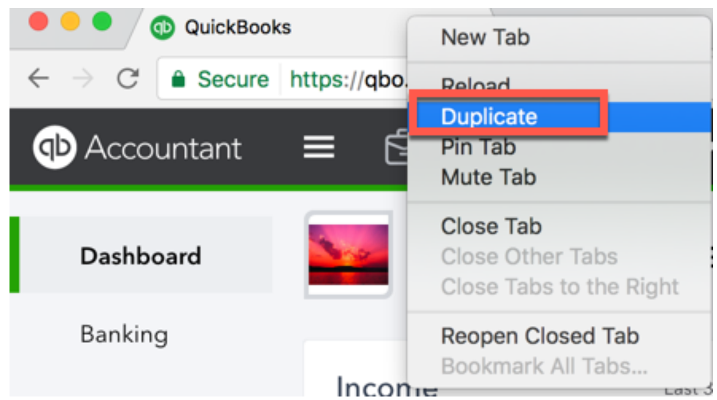


Best Practices with Browsers

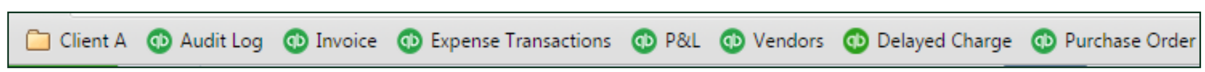
- Google Chrome is preferred browser
- Duplicate tabs for multiple windows
- Multiple monitors for increased efficiency
- Chrome users & Incognito windows to access multiple companies

Multiple Chrome users





Bookmark bar



Topic 2: QuickBooks App for Mac and Windows

Upon completion of this topic, you should be able to:

- Specify the features and benefits of using the QuickBooks Online App for Mac and Windows
- Recognize navigation points in the QuickBooks Online App for Mac and Windows

QuickBooks Online App

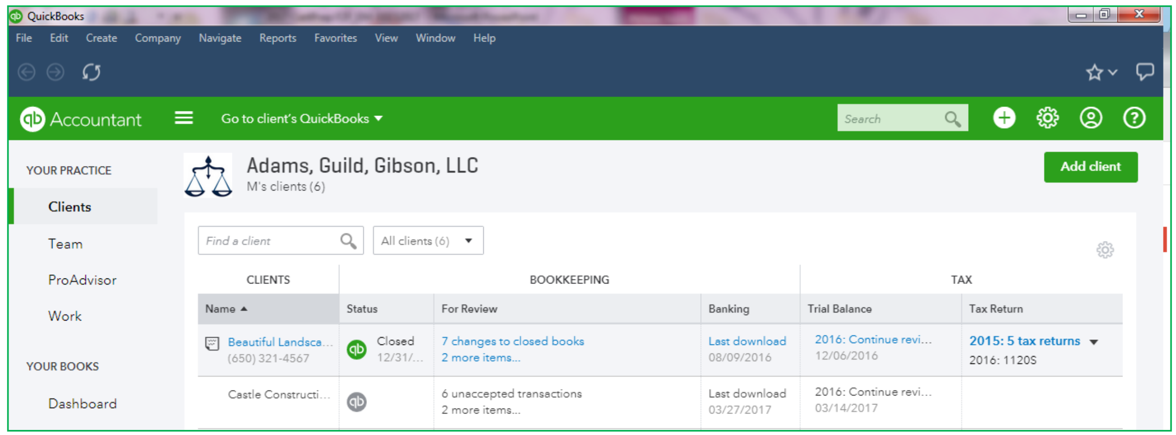
- Desktop shortcut to QuickBooks Online
- Runs QuickBooks Online in a dedicated QuickBooks browser
- Allows for more “desktop-ish” features like dropdown menus for screens and reports
- Can have multiple windows and use multiple monitors
- Screens refresh automatically

QuickBooks Online App – Where to Get

www.quickbooks.intuit.com/apps

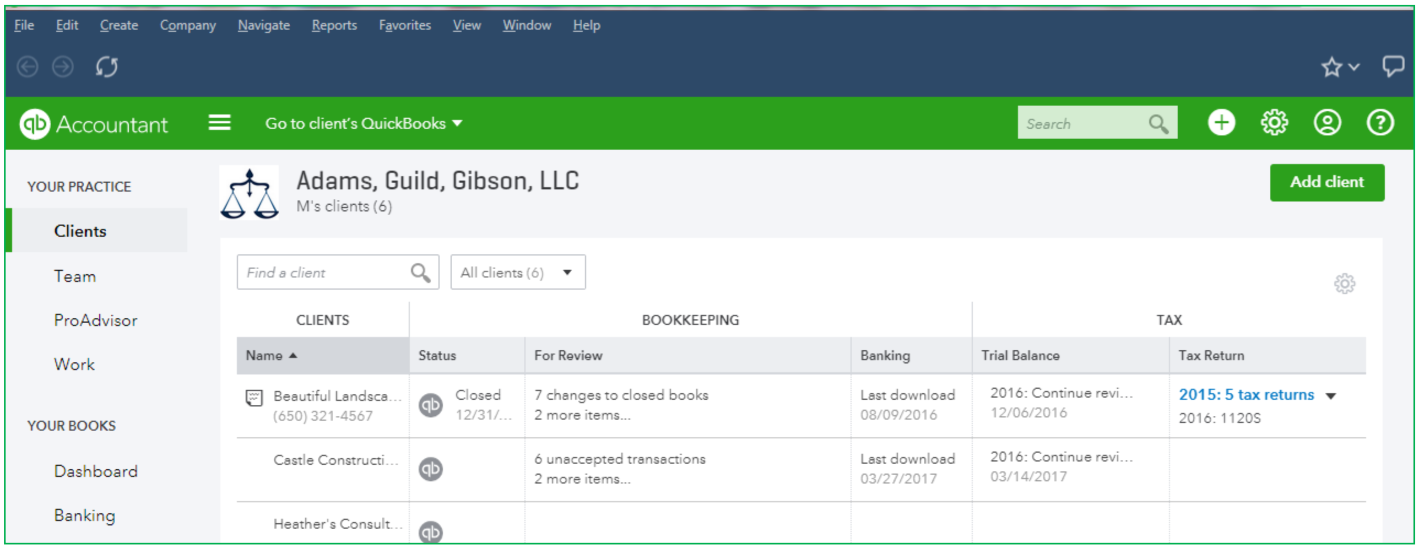
or

www.apps.com



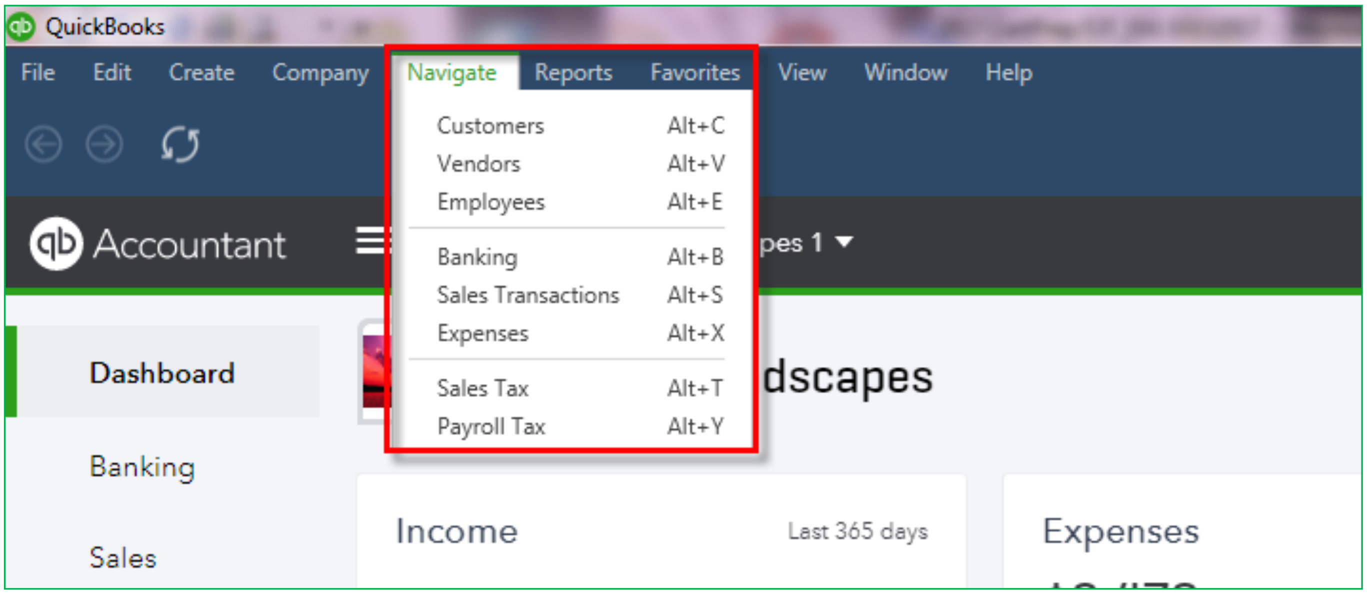
There is an app for both PC and Mac!

QuickBooks Online App



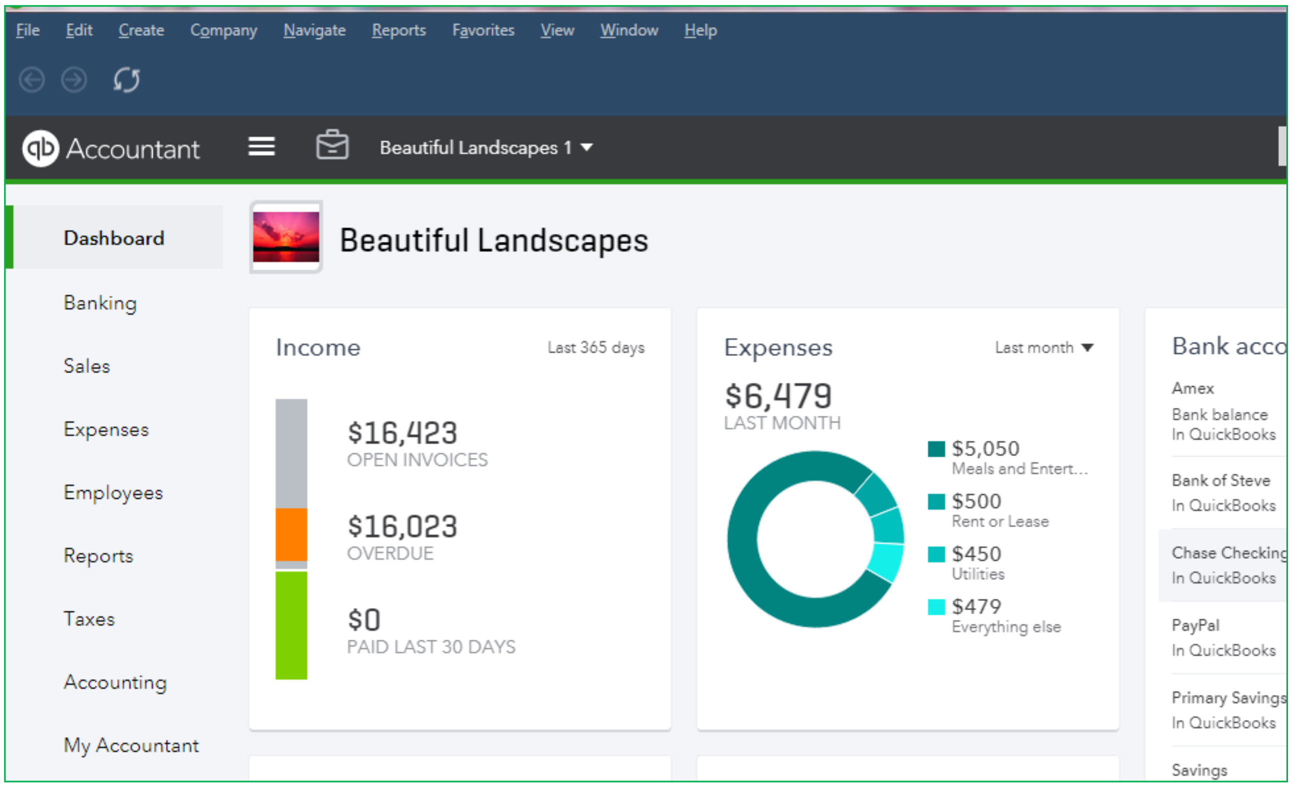
Can change clients from client drop down menu

QuickBooks Online App



Menu-style navigation and keyboard shortcuts

QuickBooks Online App



Same look and feel as a using a browser