

Quickbooks Online 2020

Business-ready skills for growth, operations, and

A practical, student-friendly outline covering setup and Maintenance, list Management, sales (Money-In), purchased (Money-Out), and accounting.

MODULES

15

LESSONS

69

FORMAT

Self-paced

Module Breakdown

<p>MODULE 1</p> <p>Setup and Maintenance</p> <ul style="list-style-type: none"> Course Introduction Knowing Which Account is Right for You Getting Started User Setup Access Rights User Setup Completion Adding Employees to Payroll Inviting Your Accountant Dashboard and 3 Ways to Navigate QBO Commonly Used Forms 	<p>MODULE 1</p> <p>Summary</p>
<p>MODULE 2</p> <p>List Management</p> <ul style="list-style-type: none"> Defining Lists Importing Lists Employees vs 1099 Adding and Removing Entries Updating Entries Editing and Managing List Elements Demo Merging Items (entries) Form Requirements 	<p>MODULE 2</p> <p>Summary</p>

Module Breakdown (continued)

<p>MODULE 3</p> <p>Sales (Money-In) Product and Service Setup Customer Setup Demo Invoicing Workflows Recording Sales Customer Statements Tracking Audit History Demo Sales Receipt Workflow Undeposited Funds Account Accounts Receivable Impact Impact of Connecting Your Bank Account to QBO Billable Expense Invoicing Recording a Customer Credit Delayed Charges Estimates</p>	<p>MODULE 3</p> <p>Summary</p>
<p>MODULE 4</p> <p>Purchased (Money-Out) Product and Service Setup on Purchase Forms Vendor Setup Purchase Order Transactions Entering and Paying Bills Recording Checks Recording Credit and Debit Card Transactions Recording EFTs, Online Payments, and Wire Transfers Recording Vendor Credits Voiding vs Deleting Checks Vendor Page and Report Insights</p>	<p>MODULE 4</p> <p>Summary</p>
<p>MODULE 5</p> <p>Accounting Basic financial statements (Balance sheet, income statement, and statement of cash flows) Financial Statements Expanded Cash and Accrual Accounting Differences Difference Between Cash and Accrual Reporting Setting a Closing Date Balancing Your Books aka Reconciling Demo Journal Entries Audit Log Insights Project Profitability Demo</p>	<p>MODULE 5</p> <p>Summary</p>

Module Breakdown (continued)

<p>MODULE 6</p> <p>Reports</p> <ul style="list-style-type: none">Customized ReportsCommonly Used Reports DemoSetup Automatic Report EmailsCollapse and Expand Report FunctionExporting and Importing Reports	<p>MODULE 6</p> <p>Summary</p>
<p>MODULE 7</p> <p>Customizations and Time Savers</p> <ul style="list-style-type: none">Tracking Income and Expenses for Multiple LocationsOrganizing your Chart of AccountsCustom Fields on InvoicesRecurring TransactionsCustomizing a Sales FormKeyboard ShortcutsQBO Mobile App PreviewConnecting Third Party Apps to QBO	<p>MODULE 7</p> <p>Summary</p>
<p>MODULE 8</p> <p>Extra</p> <ul style="list-style-type: none">Common Mistakes QBO Users MakeFinal Note on Bookkeeping Best PracticesWhy QBO is AwesomeCourse OutroDefining Terms and Sample Quiz Questions	