**Syllabus**

**Introduction to QuickBooks Online**

**Presented through SIUE Office of Educational Outreach**

**By Marti Wieland**

Purpose: This class is presented to familiarize a user (be it a business owner, bookkeeper, or someone who wants to take the class as professional development) with basic accounting principles, the QuickBooks Online software, (and its many versions) and how they can be used to support a business effectively and efficiently.

The materials used to support this class are two-fold: The educational platform provided by the Intuit QuickBooks Online team (which includes a free version of QuickBooks Plus for each student for the duration of the class). The second resource is the following book:

[**QuickBooks Online Practice Set - Updated: Get QuickBooks Online Experience Using Realistic Transactions for Accounting, Bookkeeping, CPAs, ProAdvisors, Small Business Owners or other users**](https://www.amazon.com/QuickBooks-Online-Practice-Set-Transactions/dp/1794451080/ref=sr_1_3?crid=1UT3GV5SVXPI9&keywords=QuickBooks+Online+practice+set&qid=1706301914&sprefix=quickbooks+online+practice+set%2Caps%2C96&sr=8-3)

by Michelle L. Long, CPA, MBA and Andrew S. Long, CPA | Apr 11, 2019

This practice set will be used by each participant and was selected because it covers a business that offers both services and inventory items.

The class is spread over nine (9) 90-minute sessions:

Session 1: How to find the software, how to log in, and how to run through the setup wizard (or skip it until later)

Session 2: Basic accounting principles: Debit and Credits, Assets, Liabilities, and Equity, what they mean, and how these apply to each other.

Session 3: Introduction to QuickBooks Online and its various versions and how they would apply to various businesses and their needs. We select the QuickBooks Plus version for this practice set. We review the company setup and also the menus and available tools.

Session 4: Review of basic accounting principles. Company setup begins with the practice set, chart of accounts, creating new accounts on the chart, user setup, entering owner investment, entity selection, leasehold improvements, equipment purchases. Customer and vendors, as well as products and services. Basic sales tax settings are reviewed.

Session 5: Review of company setup and actions taken at last meeting. Begin entries for January transactions. 31 days of transactions for service sales, inventory sales, vendor payments, Reconciliation of bank statements and credit card statements complete the first month’s entries.

Session 6: Review of January transactions, clarification of issues and transaction questions. Addressing discrepancies in transactions as part of the review. Introduce February Transactions and discuss upcoming new types of actions to be taken. Students will complete the February Transactions on their own.

Session 7: Review of February Transactions, reconciliation issues, and any questions students may have on the software or entries. March Transactions will be introduced. Students will complete their March transactions prior to the next session.

Session 8: March transactions will be reviewed and discussed. Clarification on questions that may have arisen or problems with transactions experienced will be discussed and clarified. Review of basic accounting principles and QuickBooks Online functions will be included.

Session 9: Review of the three months’ transactions and the QuickBooks tools and processes will be reviewed. Additional tools and information will be given.

Badging: If students request the badging test, they will be given a link for an online test (through Qualtrics) to take them through the testing. This test is derived from class materials as well as references from QuickBooks Online training tests used in the past. The test is untimed and requires a result of 80% correct answers to qualify for the badge.