

QuickBooks

Course Syllabus

Instructor: Diane Folsom

Course Description

QuickBooks provides essential coverage of QuickBooks Online for employees, company owners, accountants, and others to effectively use the software for all of their small-business accounting needs. In Chapters 1–6, learners are introduced to QuickBooks Online and the basic file-management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub-customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. Chapters 7–13 cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, adjusting inventory quantities, and filing payroll tax forms.

Course Objectives

By the end of this course, you will be able to:

- Decide which QuickBooks Online level is best for your business
- Access the test drive data file
- Customize the Company settings
- Edit the Chart of Accounts
- Set up customers and sub-customers
- Create sales receipts and invoices
- Receive payments from customers
- Create sales reports
- Make payments to vendors
- Create vendor reports
- Set up bank feeds
- Reconcile bank and credit card accounts

- Create financial statement reports
- Set up and receive products
- Create purchase orders
- Apply vendor credits
- Prepare journal entries
- Write off uncollectible receivables (bad debts)
- Set up budgets and view budget reports
- Save and send customized reports
- Create financial statements and management reports
- Close the books in QuickBooks Online
- Pay employees and file payroll tax forms
- Much more!

Course Text

- **Title:** QuickBooks Online: Comprehensive
- **Authors:** Patricia Hartley
- **Publisher:** Labyrinth Learning

Work Standards

- Please arrive on time for each class meeting.
- Please notify me if you must leave early for any class session.
- Follow the ground rules of the course.

Ground Rules

- **Two-minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help.
- **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
- **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

Contact Information

You can send me email at dianef@conejoadulted.org