CERTIPORT
A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

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QUICKBOOKS FOR EDUCATION SEMINAR

30 November 2021

Sambatt Chey

Intuit QuickBooks Solution Provider

Certiport Solution Provider

QuickBooks Desktop Certified ProAdvisor

QuickBooks Online Certified ProAdvisor

QuickBooks Enterprise and POS Certified ProAdvisor

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Innovation School of Education
get certified, get ahead

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intuit quickbooks
Certified User

Agenda

- **Topic 1:** Introducing QuickBooks Online
- **Topic 2:** QuickBooks Online Demonstration
- **Topic 3:** Program Validity and Reach

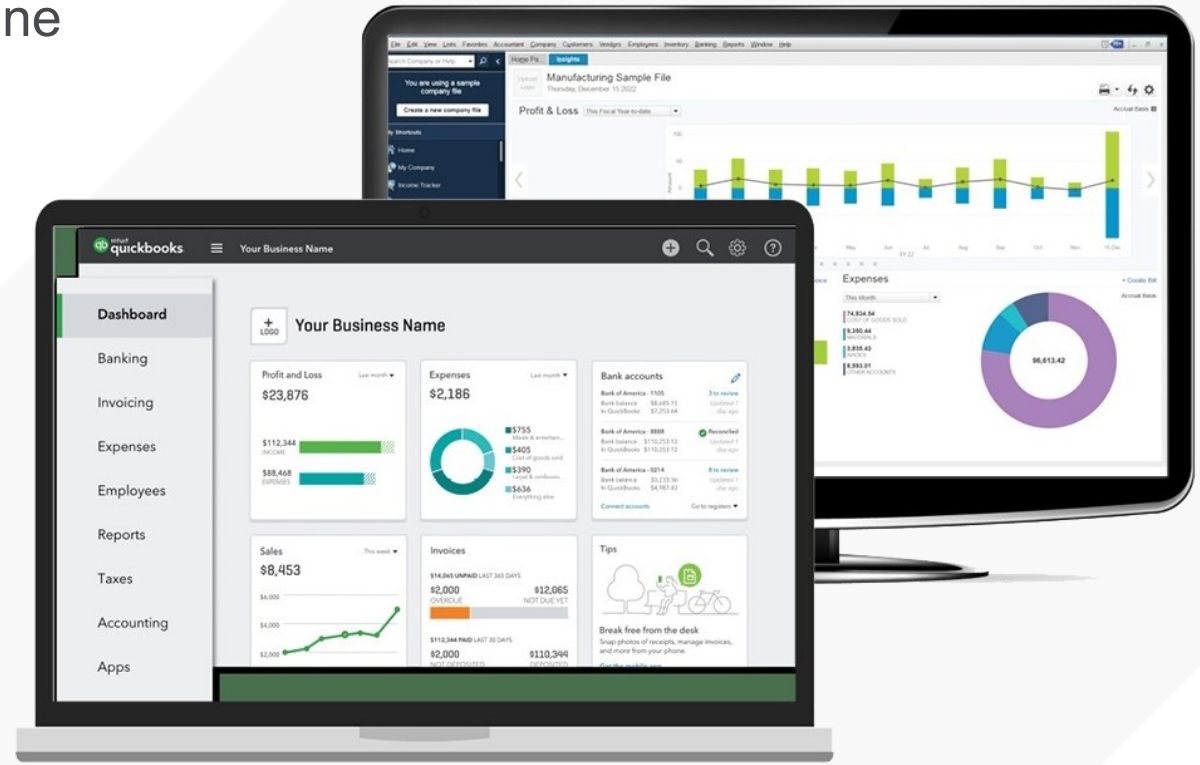
QuickBooks Online

Topic 1:
Introducing QuickBooks Online

Topic 1: Introducing QuickBooks Online

- **LEARNING OBJECTIVES**

- Identify the benefits of using QuickBooks Online
- Determine which subscription level of QuickBooks Online is best for your business



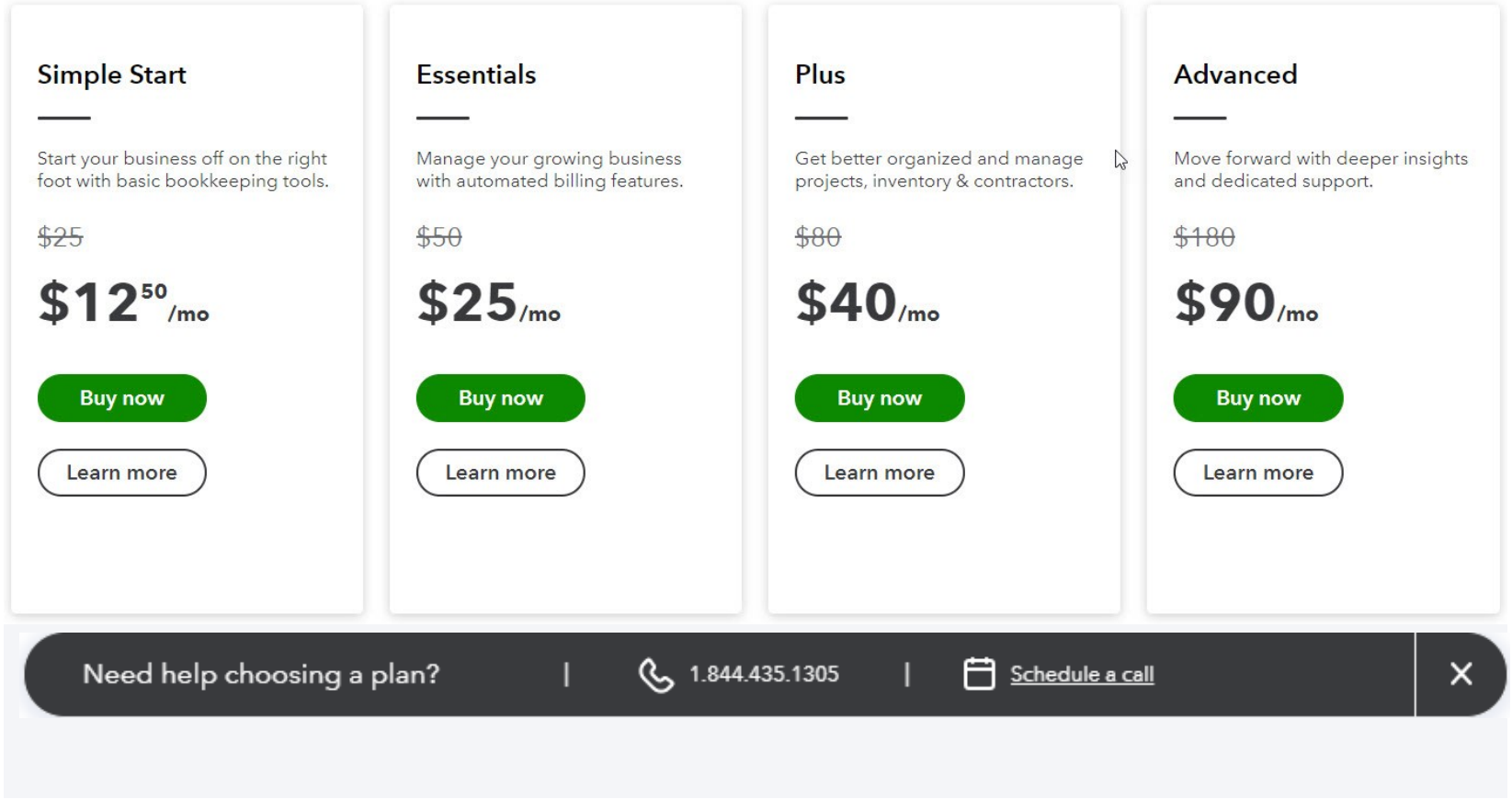
Technical Benefits

- ✓ Cloud-based software (https://qbo.intuit.com)
- ✓ QuickBooks Mobile apps
- ✓ Accessible across multiple operating systems and devices
- ✓ Real-time, multi-user access from anywhere
- ✓ Hosted, updated, and secured by Intuit servers using bank-level 128-bit SSL encryption
- ✓ Integrated document management
- ✓ Ecosystem of apps with seamless integration

- ✗ Less data entry
- ✗ No expensive equipment or networks to maintain
- ✗ No Accountant Copy to manage
- ✗ No expensive equipment needed
- ✗ No networks to maintain
- ✗ No continual software updates
- ✗ No backups required

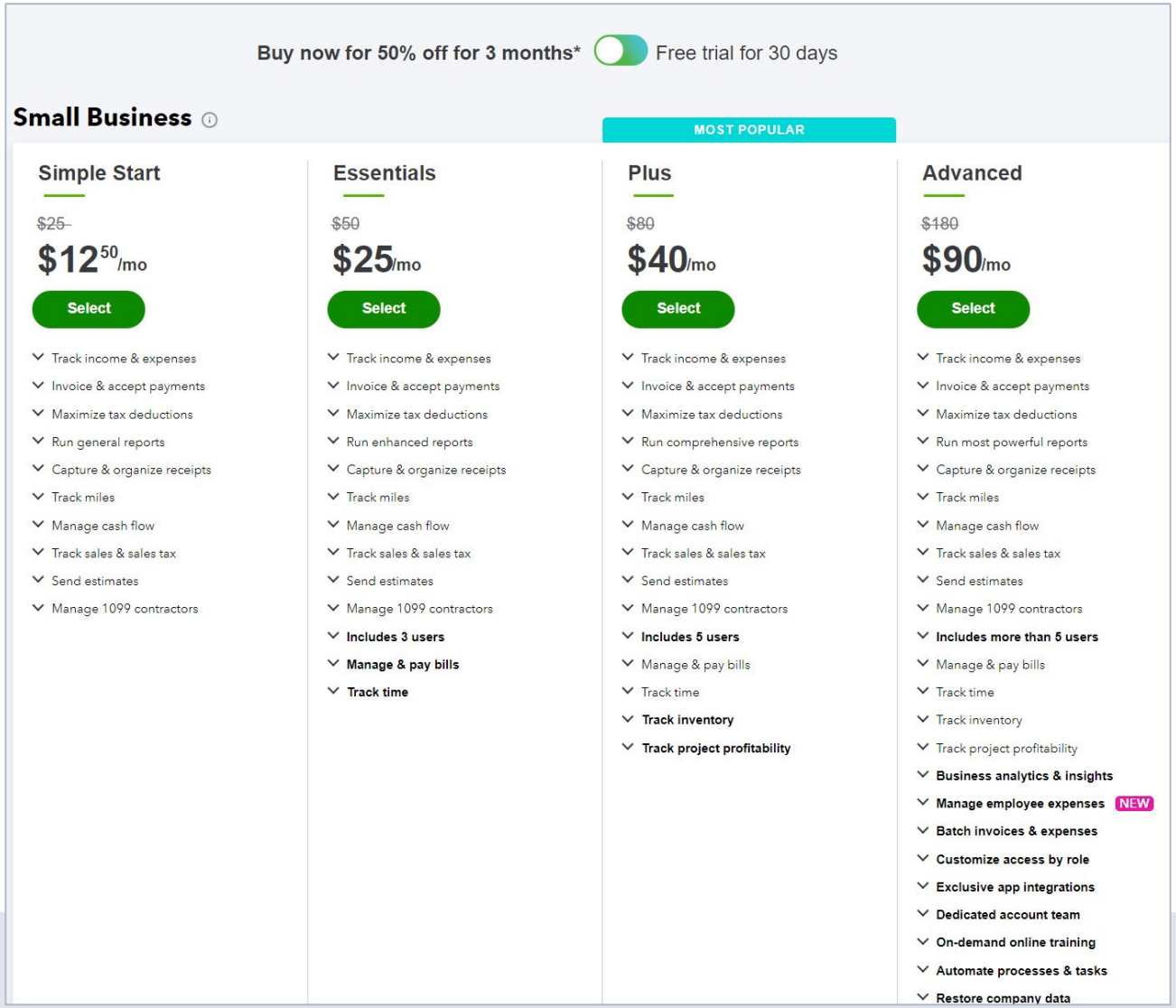
Subscription Levels

- Pick your flavor



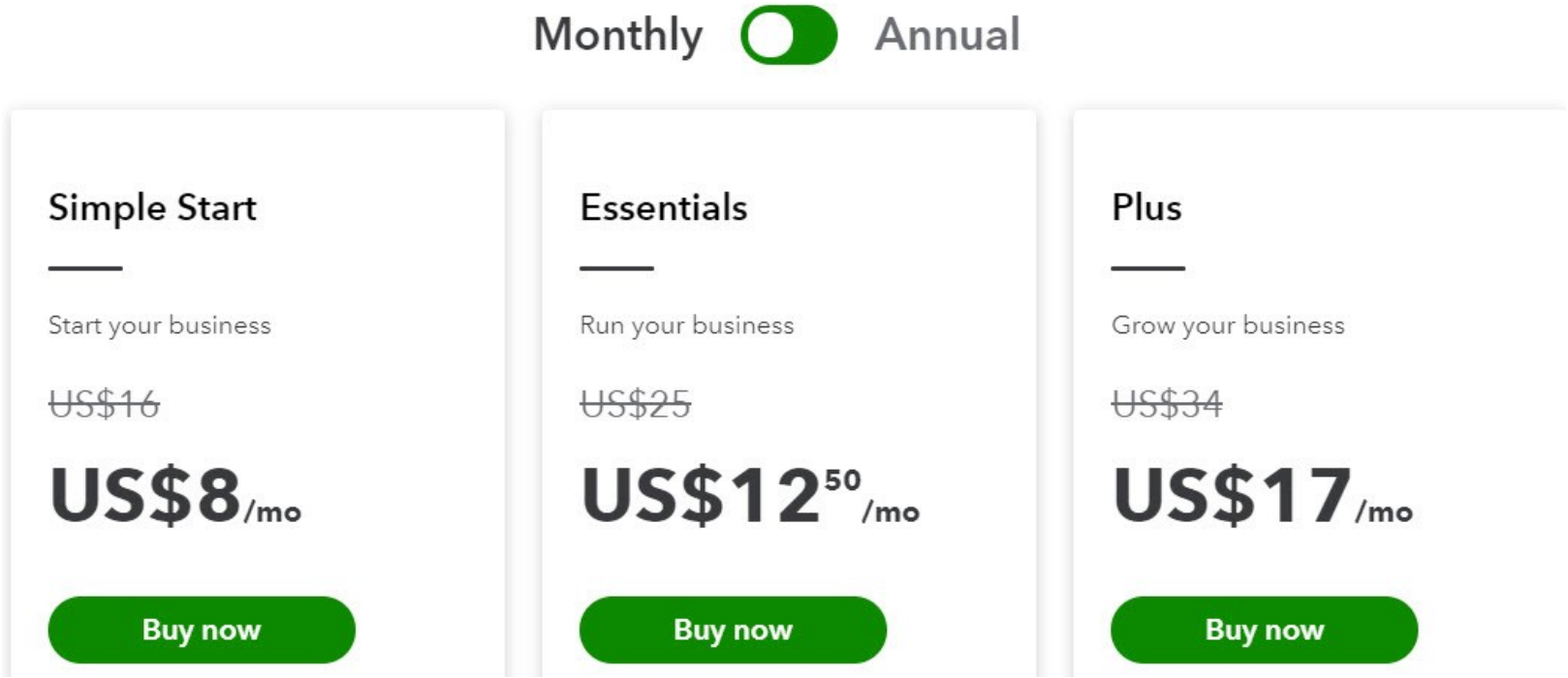
Subscription Level Features

- https://quickbooks.intuit.com/pricing/



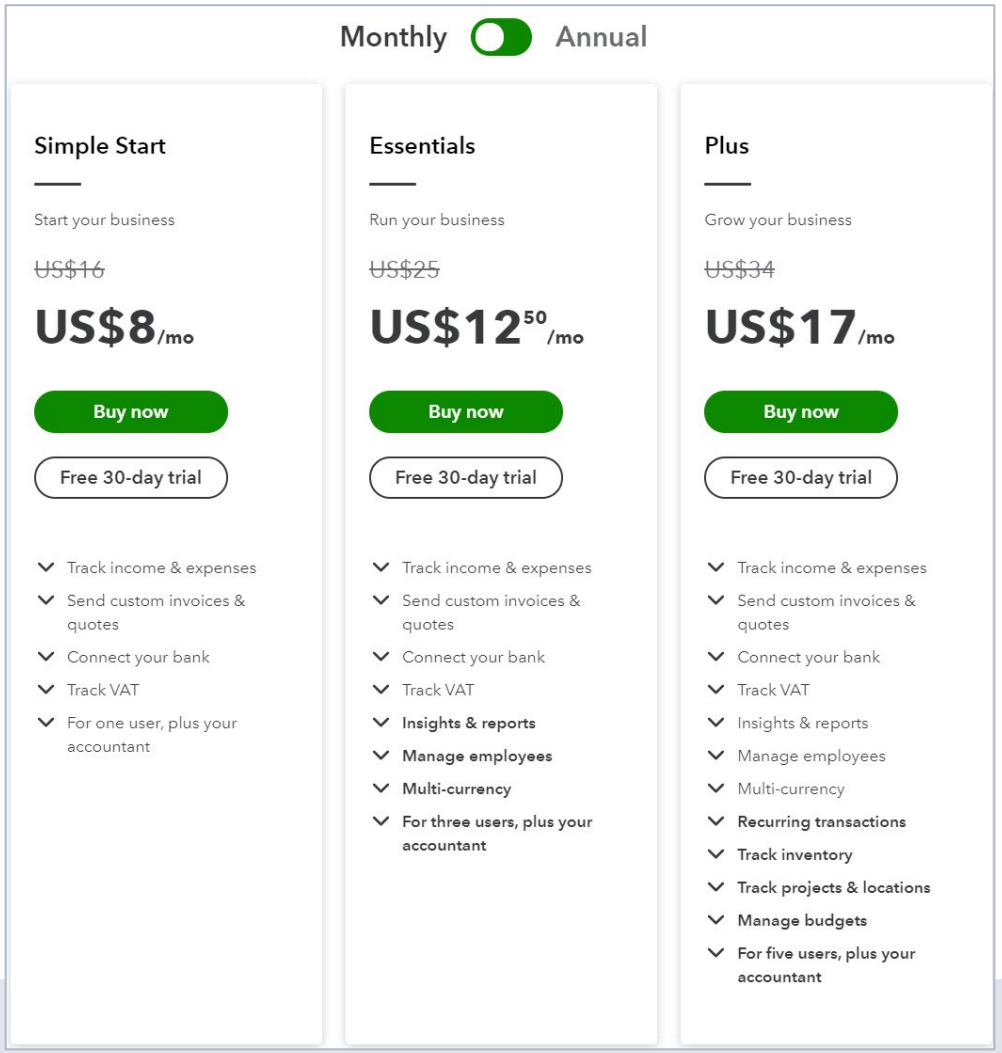
Subscription Levels – QBO Global

- Pick your flavor



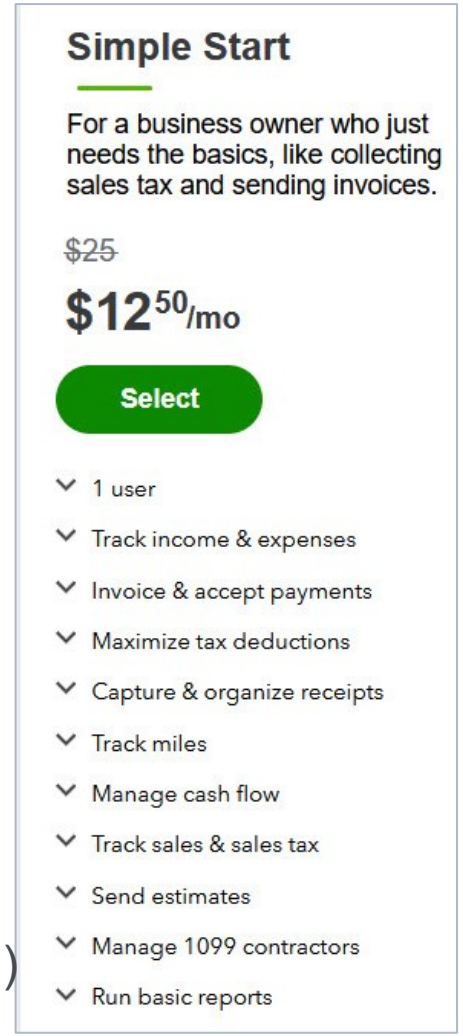
Subscription Level Features – QBO Global

- https://quickbooks.intuit.com/pricing/



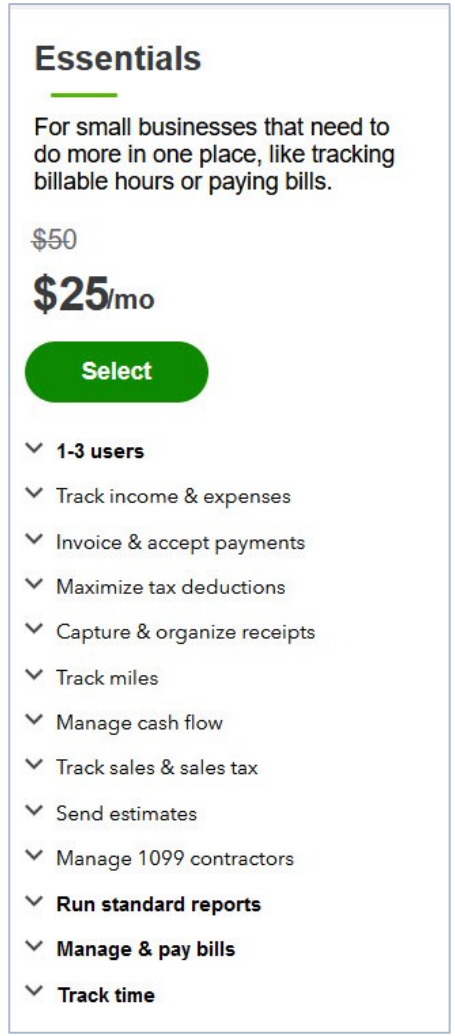
QuickBooks Online Simple Start

- Track Income & Expenses
- Capture & organize receipts
- Maximize tax deductions
- Invoice & accept payments
- Run basic reports
- Send estimates
- Track mileage
- Manage 1099 contractors
- Track sales & sales tax
- 1 user
- 2 Accountant users (Outsourced Accounting firm and/or Bookkeeping Firm)
- 20+ standard reports



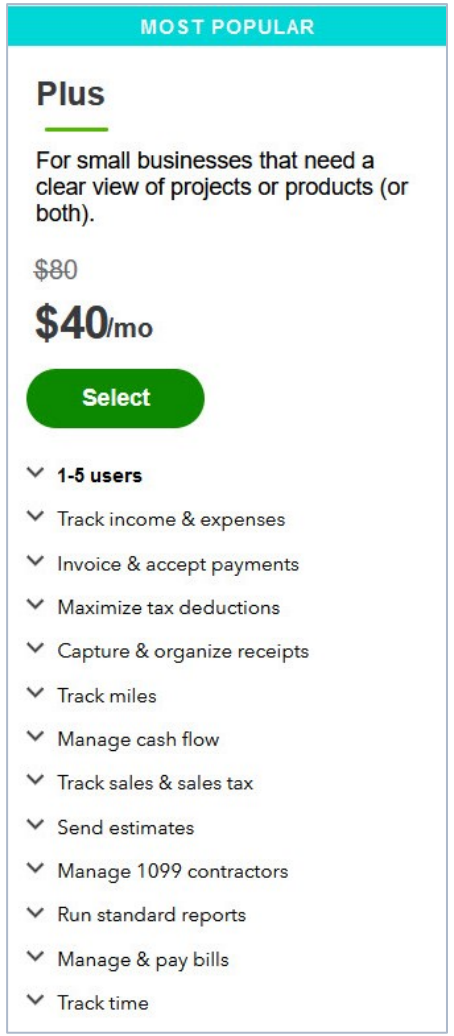
QuickBooks Online Essentials

- **Everything in Simple Start, plus:**
  - Manage bills (Accounts Payable)
  - Multiple currencies
  - Recurring transactions
  - Track time
  - Delayed charges & credits
  - Unlimited users for time tracking
  - Track billable hours by customer
  - Multiple users (up to 3) with user permissions
  - 40+ standard reports



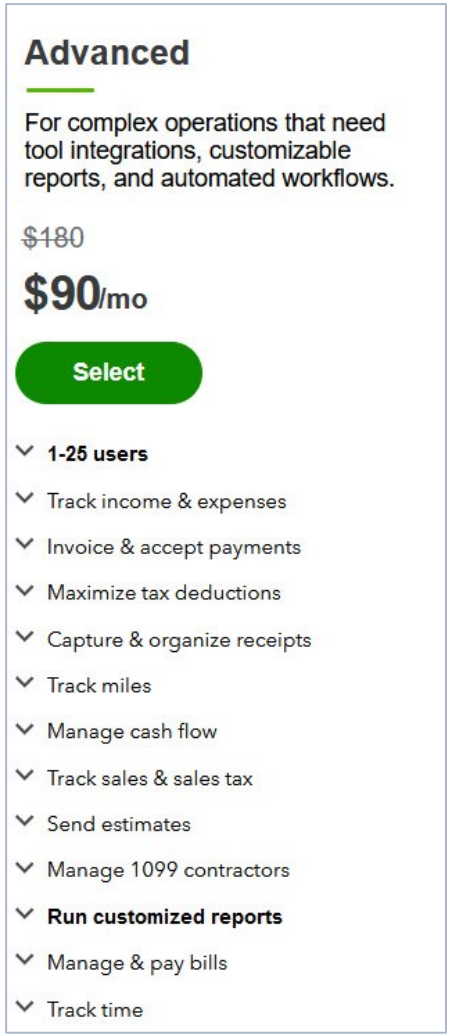
QuickBooks Online Plus

- **Everything in Simple Start and Essentials, plus:**
  - Unlimited users for reports only
  - Purchase Orders
  - Class & Location tracking
  - Track inventory using FIFO by Location & Class
  - Inventory bundles
  - Projects
  - Prepare and print 1099-Misc
  - Budgets
  - Two-sided items
  - Access for 5 users with permissions
  - 65+ reports



QuickBooks Online Advanced

- **Everything in Simple Start and Essentials, plus:**
  - Unlimited general ledger accounts, classes and locations
  - Batch import or send invoices
  - Automated workflows
  - Enhanced custom fields
  - ChronoBooks backup & restore
  - Access for 25 users with advanced permissions
  - 3 Accountant users
  - Revenue Streams: configurable interactive dashboard
  - 80+ reports
  - Priority Circle membership
  - Google Sheets integration
  - Smart Reporting by Fathom



QuickBooks Online vs QuickBooks Desktop

	QuickBooks Online†	QuickBooks Desktop†
Create professional invoices	✓	✓
Track sales and expenses	✓	✓
Manage accounts payable	✓	✓
One-click sales and tax reports	✓	✓
Automatically schedule and send invoices	✓	
Work from PC, Mac, smartphones, or tablets at any time[4]	✓	
Instant file access for accountants[9]	✓	
Connect to 300+ cloud-based apps[3]	✓	
Automatically download your bank transactions[2]	✓	$10 – $15 per month avg.
Phone support[5]	✓	$89 for 90 days
Automatic back-up with bank-level security[6]	✓	$9.95 per month
Access to latest product and feature updates	✓	$299 annual upgrade
Cloud access (hosting)[7]	✓	$40 – $200 monthly per user
Access for up to 5 users[8]	✓	Requires 5-user license
Calculate and rebill job costs		✓
Calculates discounts by customer		✓

QuickBooks Online

Topic 2:
QuickBooks Online Demonstration

Topic 2: QuickBooks Online Demonstration

- **LEARNING OBJECTIVES**

- QuickBooks Online for students
- QuickBooks File Setup
- 3 Ways to Get Around
- Sales & Customers
- Suppliers & Expenses
- QuickBooks Reports

QuickBooks Online for students

Free license of QuickBooks Online for students
www.qbo.intuit.com

With a 1-year trial of QuickBooks Online students can learn real-world business skills like tracking income and expenses, creating reports, and more.

They can even customize the experience with their favorite business apps, and get at their data anytime, anywhere with a PC, Mac, tablet, or smartphone. Reviewing options for teachers? Absolutely. Teachers can easily review their students' files with QuickBooks Online.

QuickBooks File Setup

Students sign up 2 days prior to you teaching the first QuickBooks lesson

- How to setup a QuickBooks company file
- Import Lists
- Enable sales tax
- Setup users

3 Ways to Get Around

1. **Create Menu +**
   - Everyday transactions entry
   - All transactions are listed in this menu

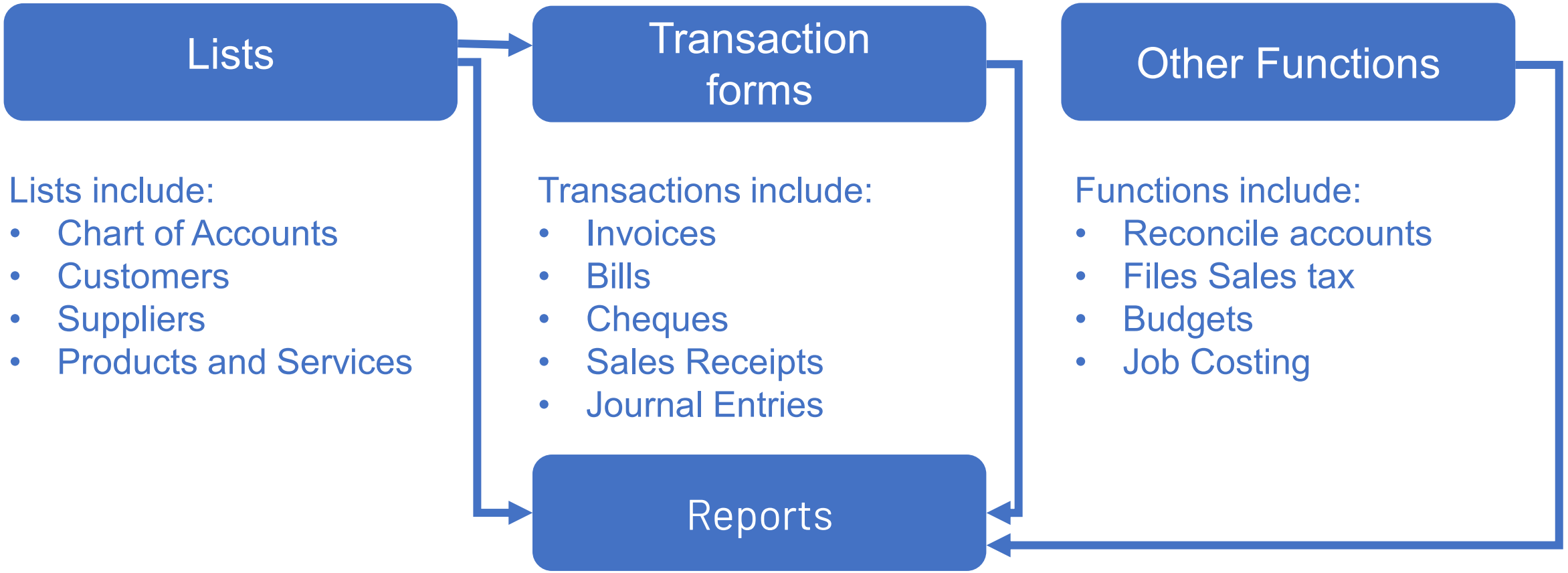
2. **Navigation Bar**
   - Find transactions by name
   - Find transactions by transaction type

3. **Gear Icon/Company menu**
   - Important lists and actions not used everyday

QuickBooks Online Demo

Topic 2:
Sales & Customers

How QuickBooks is Built - Workflow



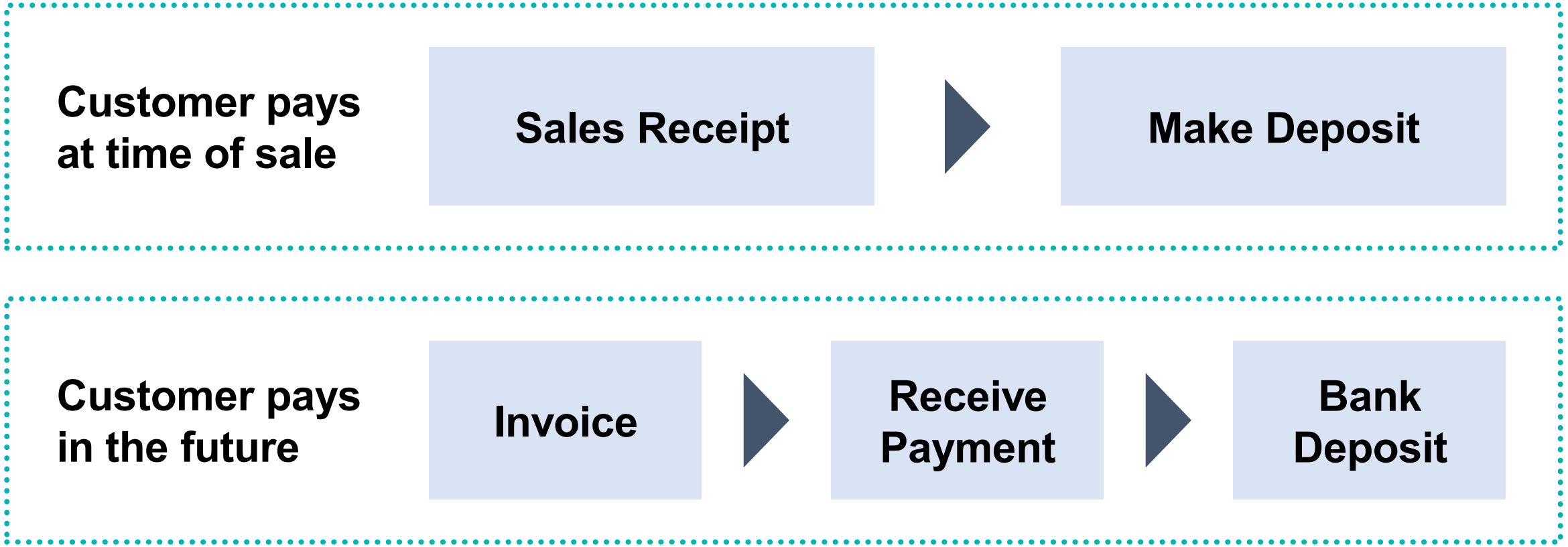
Money-in Workflows

Customer pays at time of sale

Sales Receipt → Make Deposit

Customer pays in the future

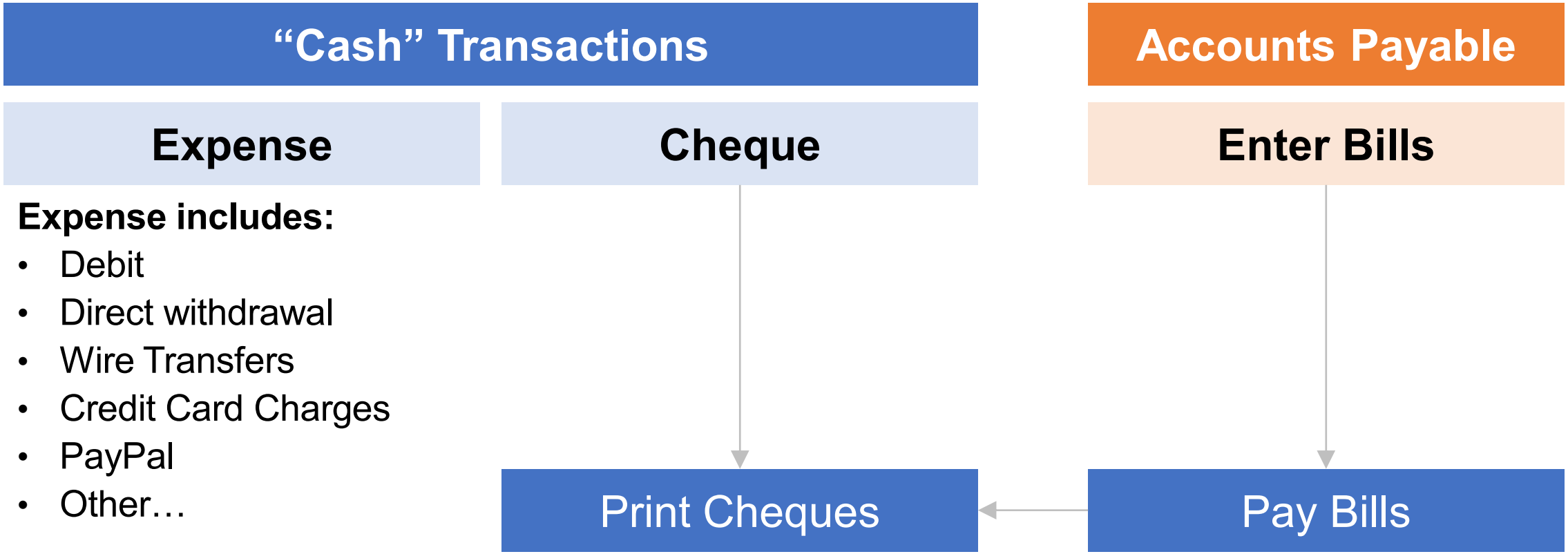
Invoice → Receive Payment → Bank Deposit



QuickBooks Online Demo

Topic 2:
Suppliers & Expenses

Expense Workflows in QuickBooks Online

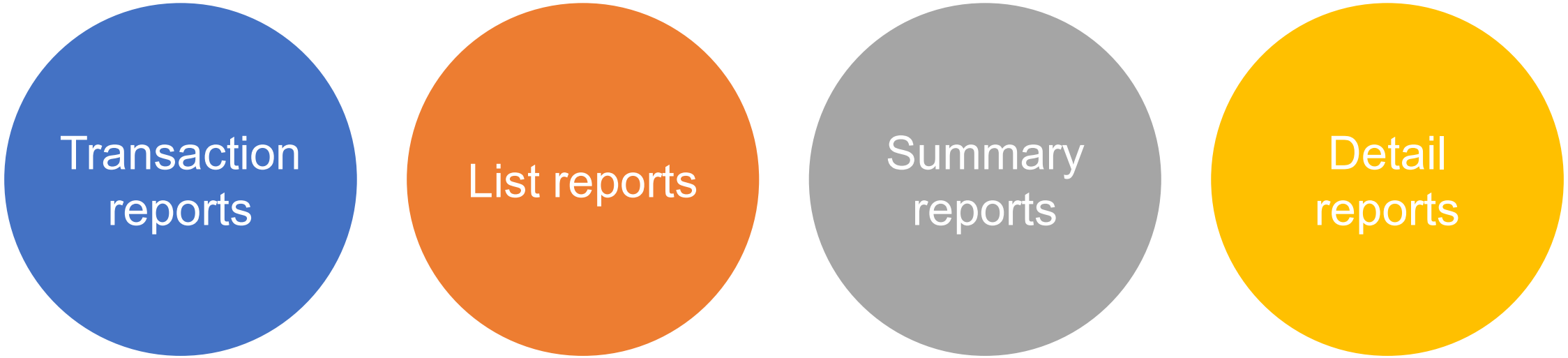


QuickBooks Online Demo

Topic 2:
QuickBooks Reports

Report Types

There are several report types that you can work with in QuickBooks:



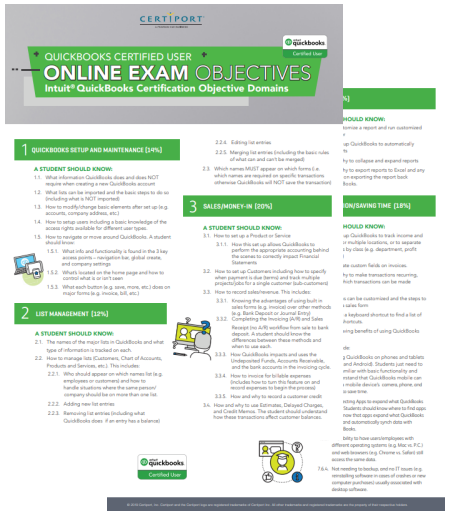
Program Validity and Reach

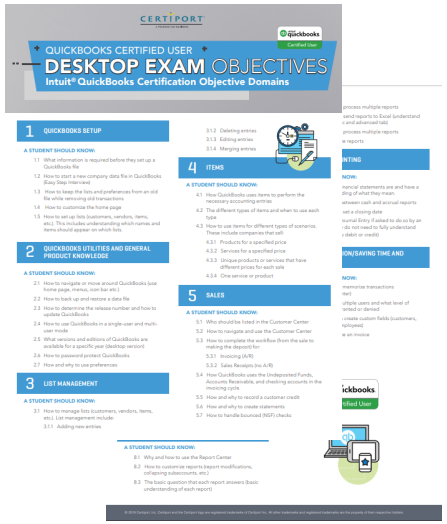
Topic 2:
QuickBooks Certified User Exam

QuickBooks Certified User

- Students validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User.
- Educators distinguish their school's business, accounting, finance, and entrepreneur programs with QuickBooks certification.

EXAMS	QuickBooks Online and QuickBooks Desktop
NUMBER OF QUESTIONS	50 Questions (Online) 47 Questions (Desktop)
TYPE OF QUESTIONS	Stimulation and Selected Response
DURATION OF EXAM	Up to 50 minutes





QuickBooks Certified User

ONLINE EXAM OBJECTIVES

- QuickBooks setup & maintenance
- List management
- Sales/Money-in
- Purchases/Money-out
- Basic accounting
- Reports
- Customization/Saving time and shortcuts

DESKTOP EXAM OBJECTIVES

- QuickBooks setup
- QuickBooks utilities and general product knowledge
- List management
- Items
- Sales
- Purchases
- Payroll
- Reports
- Basic accounting
- Customization/Saving time and shortcuts

QuickBooks Certified User

CERTIPORT

QUICKBOOKS CERTIFIED USER

ONLINE EXAM OBJECTIVES

Intuit® QuickBooks Certification Objective Domains

1 QUICKBOOKS SETUP AND MAINTENANCE (14%)

A STUDENT SHOULD KNOW:

1.1. What information QuickBooks does and does NOT require when creating a new QuickBooks account

1.2. What lists can be imported and the basic steps to do so (including what is NOT imported)

1.3. How to modify/change basic elements after set up (e.g. accounts, company address, etc.)

1.4. How to setup users including a basic knowledge of the access rights available for different user types.

1.5. How to navigate or move around QuickBooks. A student should know:

1.5.1. What info and functionality is found in the 3 key access points – navigation bar, global create, and company settings

1.5.2. What's located on the home page and how to control what is or isn't seen

1.5.3. What each button (e.g. save, more, etc.) does on major forms (e.g. invoice, bill, etc.)

2 LIST MANAGEMENT (12%)

A STUDENT SHOULD KNOW:

2.1. The names of the major lists in QuickBooks and what type of information is tracked on each.

2.2. How to manage lists (Customers, Chart of Accounts, Products and Services, etc.). This includes:

2.2.1. Who should appear on which names list (e.g. employees or customers) and how to handle situations where the same person/ company should be on more than one list.

2.2.2. Adding new list entries

2.2.3. Removing list entries (including what QuickBooks does if an entry has a balance)

2.2.4. Editing list entries

2.2.5. Merging list entries (including the basic rules of what can and can't be merged)

2.3. Which names MUST appear on which forms (i.e. which names are required on specific transactions otherwise QuickBooks will NOT save the transaction)

3 SALES/MONEY-IN (20%)

A STUDENT SHOULD KNOW:

3.1. How to set up a Product or Service

3.1.1. How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements

3.2. How to set up Customers including how to specify when payment is due (terms) and track multiple projects/jobs for a single customer (sub-customers)

3.3. How to record sales/revenue. This includes:

3.3.1. Knowing the advantages of using built in sales forms (e.g. invoice) over other methods (e.g. Bank Deposit or Journal Entry)

3.3.2. Completing the Invoicing (A/R) and Sales Receipt (no A/R) workflow from sale to bank deposit. A student should know the differences between these methods and when to use each.

3.3.3. How QuickBooks impacts and uses the Undeposited Funds, Accounts Receivable, and the bank accounts in the invoicing cycle.

3.3.4. How to invoice for billable expenses (includes how to turn this feature on and record expenses to begin the process)

3.3.5. How and why to record a customer credit

3.4. How and why to use Estimates, Delayed Charges, and Credit Memos. The student should understand how these transactions affect customer balances.

4 PURCHASES

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CERTIPORT

QUICKBOOKS CERTIFIED USER

DESKTOP EXAM OBJECTIVES

Intuit® QuickBooks Certification Objective Domains

1 QUICKBOOKS SETUP

A STUDENT SHOULD KNOW:

1.1 What information is required before they set up a QuickBooks file

1.2 How to start a new company data file in QuickBooks (Easy Step Interview)

1.3 How to keep the lists and preferences from an old file while removing old transactions

1.4 How to customize the home page

1.5 How to set up lists (customers, vendors, items, etc.). This includes understanding which names and items should appear on which lists.

2 QUICKBOOKS UTILITIES AND GENERAL PRODUCT KNOWLEDGE

A STUDENT SHOULD KNOW:

2.1 How to navigate or move around QuickBooks (use home page, menus, icon bar etc.)

2.2 How to back up and restore a data file

2.3 How to determine the release number and how to update QuickBooks

2.4 How to use QuickBooks in a single-user and multi-user mode

2.5 What versions and editions of QuickBooks are available for a specific year (desktop version)

2.6 How to password protect QuickBooks

2.7 How and why to use preferences

3 LIST MANAGEMENT

A STUDENT SHOULD KNOW:

3.1 How to manage lists (customers, vendors, items, etc.). List management include:

3.1.1 Adding new entries

3.1.2 Deleting entries

3.1.3 Editing entries

3.1.4 Merging entries

4 ITEMS

A STUDENT SHOULD KNOW:

4.1 How QuickBooks uses items to perform the necessary accounting entries

4.2 The different types of items and when to use each type

4.3 How to use items for different types of scenarios. These include companies that sell:

4.3.1 Products for a specified price

4.3.2 Services for a specified price

4.3.3 Unique products or services that have different prices for each sale

4.3.4 One service or product

5 SALES

A STUDENT SHOULD KNOW:

5.1 Who should be listed in the Customer Center

5.2 How to navigate and use the Customer Center

5.3 How to complete the workflow (from the sale to making the deposit) for:

5.3.1 Invoicing (A/R)

5.3.2 Sales Receipts (no A/R)

5.4 How QuickBooks uses the Undeposited Funds, Accounts Receivable, and checking accounts in the invoicing cycle.

5.5 How and why to record a customer credit

5.6 How and why to create statements

5.7 How to handle bounced (NSF) checks

8.4 How and why to process multiple reports

8.5 How and why to send reports to Excel (understand and use the basic and advanced tab)

8.6 How and why to process multiple reports

8.7 How to memorize reports

9 BASIC ACCOUNTING

A STUDENT SHOULD KNOW:

9.1 What the basic financial statements are and have a basic understanding of what they mean.

9.2 The difference between cash and accrual reports

9.3 How and why to set a closing date

9.5 How to enter a Journal Entry if asked to do so by an accountant (they do not need to fully understand what accounts to debit or credit)

10 CUSTOMIZATION/SAVING TIME AND SHORTCUTS

A STUDENT SHOULD KNOW:

10.1 How and why to memorize transactions (automatically enter)

10.2 How to set up multiple users and what level of access can be granted or denied

10.3 How and why to create custom fields (customers, vendors, and employees)

10.4 How to customize an invoice

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Program Validity and Reach

TOPIC 2:
Full Pathway Approach

Full Pathway Approach

Certiport offers a full complement of academic materials, including curriculum, practice tests, and performance-based certification exams.

Learn

Appropriate resources provide the foundation for both students and teachers in preparation for learning the product and passing the certification exam.

Practice

Instructors and students can measure learning objectives through practice tests and assessment tools designed to determine content mastery and skill. Practice exams are set up to give an accurate evaluation of student knowledge.

Certify

Certification testing proves real-world skill. Performance-based tests deliver a better indicator of real-world application and measure performance at a greater level than a simple multiple-choice exam.

Learning Resource

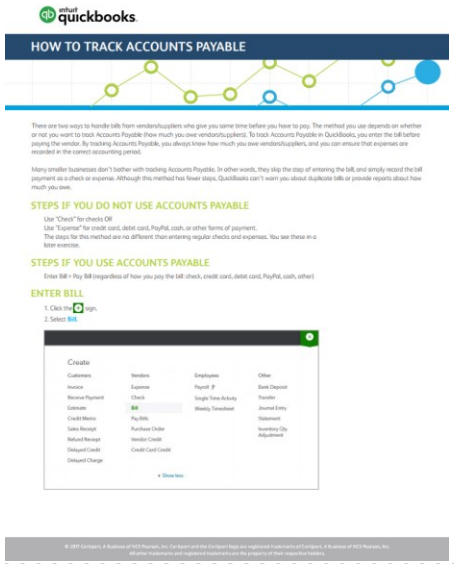
Preparing your students for certification is a big responsibility. Let Certiport make your job easier and more effective with acclaimed learning materials:

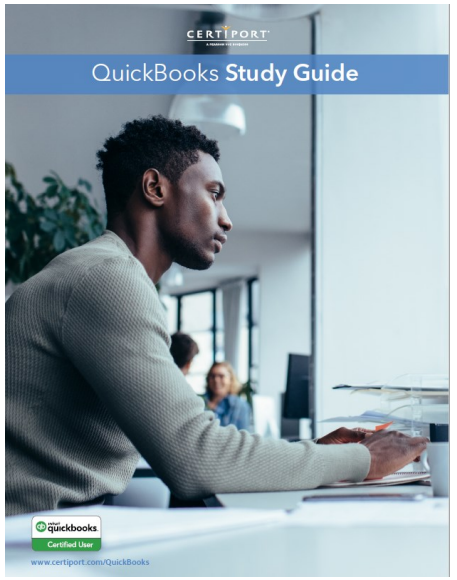
- LearnKey
- GMetrix Course

Learners can complete any combination of these resources, including a practice test, to prepare themselves for the certification exam.

Student and Teacher Workbooks (Student Portal) can be accessed at:

https://www.gmetrix.net/Login





Practice Tests

- Accurately replicates the testing environment to build confidence
- Enhance learning through self-paced and timed practice questions
- Build familiarity with the testing environment
- Increase confidence towards certification exams
- Offers testing and training modes to improve learning
- Better prepare students to pass certification exams
- Over 26 million practice tests delivered

Two Practice Tests Modes

Testing Mode

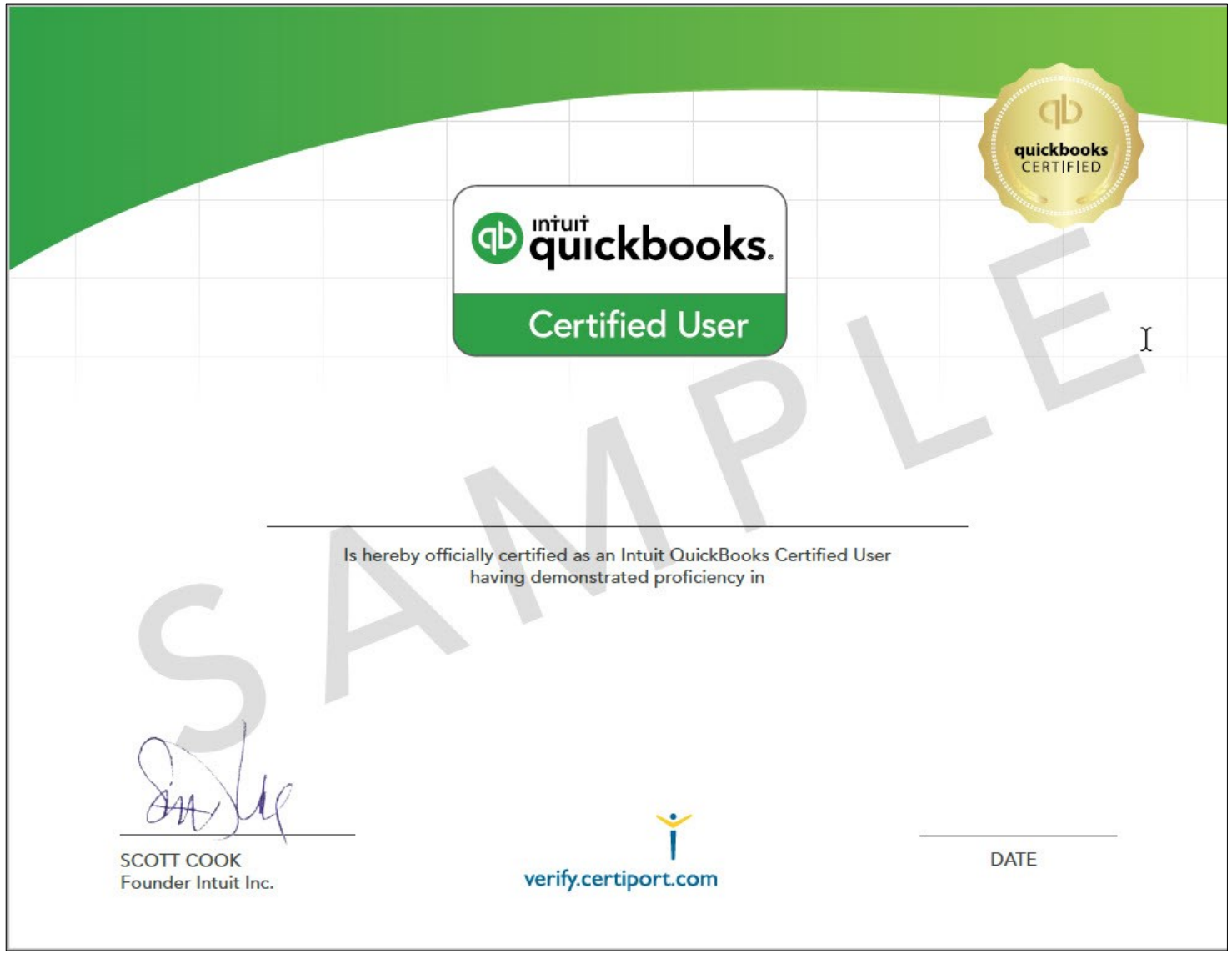
- Students experience the testing environment by performing scenarios similar to the actual certification exam

Training Mode

- Students work at their own pace as they receive feedback and step-by step instructions for each question.

Certify

Certification



Digital Badging

Earning an Intuit certification is something to be proud of. Digital Badges make it easy to show off your accomplishment to potential employers. One look at a digital badge tells them all they need to know about the applicant's software skills and knowledge.

Issue

Fully digitize your program and expand the reach of your brand with badges.

Earn

Show employers what you know, where you learned it, and why they should hire you.

Verify

Ensure job applicants are qualified candidates with one easy click.

QuickBooks Certified User

More Business Turn To Intuit QuickBooks

- **Premier managerial accounting software** for small businesses
- **#1 selling** small business financial software
- **Over 3 million** small businesses use QuickBooks
- **85%** retail **market share**
- **3 out of 4 accountants recommend QuickBooks** to small-business clients
- Simplifies bookkeeping activities, tracking expenses, issuing employee compensation, managing invoices
- QuickBooks certification validates essential knowledge for an entry-level accounting career

Questions?

thank you!