

**February 28th - March 2nd: QuickBooks Certification Boot Camp**

February 28th: TRACK 1 - QUICKBOOKS ONLINE CERTIFICATION Who: Seeking QuickBooks Online product training & Certification for first time, or lapsed					February 28th: TRACK 2 - QUICKBOOKS ONLINE ADVANCED CERTIFICATION Who: Seeking QuickBooks Online advanced level product training & Advanced Certification for first time, or lapsed					February 28th: TRACK 3 - QUICKBOOKS PAYROLL CERTIFICATION Who: Seeking QuickBooks Payroll product training and Payroll Certification				
Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 3	Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 6	Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 2.5
8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes	8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes	8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes
9:00-9:20 AM	10:00-10:20 AM	11:00-11:20 AM	12:00-12:20 PM	<b>Kick Off: Welcome and Event Overview</b> (20 minutes) - NO CPE	9:00 - 9:20 AM	10:00 - 10:20 AM	11:00 - 11:20 AM	12:00 - 12:20 PM	<b>Kick Off: Welcome and Event Overview</b> (20 minutes) - NO CPE	9:00 - 9:20 AM	10:00 - 10:20 AM	11:00 - 11:20 AM	12:00 - 12:20 PM	<b>Kick Off: Welcome and Event Overview</b> (20 minutes) - NO CPE
9:20-9:35 AM	10:20-10:35 AM	11:20-11:35 AM	12:20-12:35 PM	Networking Lounge and Exhibit Hall Open 15 minutes	9:20-9:35 AM	10:20-10:35 AM	11:20-11:35 AM	12:20-12:35 PM	Networking Lounge and Exhibit Hall Open 15 minutes	9:20-9:35 AM	10:20-10:35 AM	11:20-11:35 AM	12:20-12:35 PM	Networking Lounge and Exhibit Hall Open 15 minutes
9:35-10:55 AM	10:35 - 11:55 AM	11:35 - 12:55 PM	12:35 - 1:55 PM	<b>QuickBooks Online Session 1: Solutions for Clients</b> Who: Seeking product training, QuickBooks Online Certification for first time, or lapsed (80 minutes - 1.5 CPE)  Trainer: Bryce Forney	9:35-11:35 AM	10:35 - 12:35 PM	11:35 - 1:35 PM	12:35 - 2:35 PM	<b>Advanced QuickBooks Online Module 1: Advanced Categorization</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (120 minutes) 2 CPE  Trainer: Stacy Kildal	9:35-10:35 AM	10:35 - 11:35 AM	11:35 - 12:35 PM	12:35 - 1:35 PM	<b>Serving Clients with QuickBooks Payroll</b> Who: Seeking QuickBooks Payroll product training and QuickBooks Payroll Certification (60 minutes) 1 CPE  Trainer: Lynda Artesani
10:55-11:10 AM	11:55-12:10 PM	12:55-1:10 PM	1:55-2:10 PM	Networking Lounge and Exhibit Hall Open 15 minutes	11:35-11:50 AM	12:35-12:50 PM	1:35-1:50 PM	2:35-2:50 PM	Networking Lounge and Exhibit Hall Open 15 minutes	10:35-10:50 AM	11:35-11:50 AM	12:35-12:50 PM	1:35-1:50 PM	Networking Lounge and Exhibit Hall Open 15 minutes
11:10-12:30 PM	12:10-1:30 PM	1:10-2:30 PM	2:10-3:30 PM	<b>QuickBooks Online Session 2: Configuring a QuickBooks Online Company</b> Who: Seeking product training, QuickBooks Online Certification for first time, or lapsed (80 minutes - 1.5 CPE)  Trainer: Mariette Martinez	11:50-1:25 PM	12:50-2:25 PM	1:50 - 3:25 PM	2:50 - 4:25 PM	<b>Advanced QuickBooks Online Module 2: Advanced Features</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (95 minutes) 2 CPE  Trainer: MB Raimondi	10:50-12:25 PM	11:50-1:25 PM	12:50-2:25 PM	1:50-3:25 PM	<b>Payroll Specialist Fundamentals</b> Who: Seeking QuickBooks Payroll product training and QuickBooks Payroll Certification (95 minutes) 1.5 CPE  Trainer: Stacy Kildal
12:30-12:45 PM	1:30-1:45 PM	2:30-2:45 PM	3:30-3:45 PM	Networking Lounge and Exhibit Hall Open 15 minutes	1:25-1:45 PM	2:25-2:45 PM	3:25-3:45 PM	4:25-4:45 PM	Networking Lounge and Exhibit Hall Open 20 minutes	12:25-12:40 PM	1:25-1:40 PM	2:25-2:40 PM	3:25-3:40 PM	Networking Lounge and Exhibit Hall Open 15 minutes
					1:45-3:30 PM	2:45-4:30 PM	3:45-5:30 PM	4:45-6:30 PM	<b>Advanced QuickBooks Online Module 3 &amp; 4: Advanced Banking &amp; Reports</b> Who: Seeking advanced product training, Advanced Certification for first time, or lapsed (105 minutes) 2 CPE  Trainer: Stacy Kildal					
					3:30-3:45 PM	4:30-4:45 PM	5:30-5:45 PM	6:30-6:45 PM	Networking Lounge and Exhibit Hall Open 15 minutes					

March 1st: TRACK 1 - QUICKBOOKS ONLINE CERTIFICATION Who: Seeking QuickBooks Online product training & Certification for first time, or lapsed					March 1st: TRACK 2 - QUICKBOOKS ONLINE ADVANCED CERTIFICATION Who: Seeking QuickBooks Online advanced level product training & Advanced Certification for first time, or lapsed					March 1st: TRACK 3 - QUICKBOOKS PAYROLL CERTIFICATION Who: Seeking QuickBooks Payroll product training and Payroll Certification				
Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 4.5	Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 4	Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 5.5
8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes	8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes	8:30 - 9:00 AM	9:30 - 10:00 AM	10:30 - 11:00 AM	11:30 - 12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes
9:00-10:00 AM	10:00-11:00 AM	11:00-12:00 PM	12:00-1:00 PM	<b>QuickBooks Online Live - A Day in the Life Bonus Training: Learn what its like to be part of QB Live (60 minutes - 1 CPE)</b>  Trainer: Michelle Long	9:00-10:00 AM	10:00-11:00 AM	11:00-12:00 PM	12:00-1:00 PM	<b>QuickBooks Online Live - A Day in the Life Bonus Training: Learn what its like to be part of QB Live (60 minutes - 1 CPE)</b>  Trainer: Michelle Long	9:00-11:00 AM	10:00-12:00 PM	11:00-1:00 PM	12:00-2:00 PM	<b>QuickBooks Online Payroll: Product Line-Up &amp; First Steps to Set Up</b> Who: Seeking QuickBooks Payroll product training and QuickBooks Payroll Certification (120 minutes) 2 CPE  Trainer: Liz Scott
10:00-10:15 AM	11:00-11:15 AM	12:00-12:15 PM	1:00-1:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes	10:00-10:15 AM	11:00-11:15 AM	12:00-12:15 PM	1:00-1:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes	11:00-11:15 AM	12:00-12:15 PM	1:00-1:15 PM	2:00-2:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes
10:15-12:10 PM	11:15-1:10 PM	12:15-2:10 PM	1:15-3:10 PM	<b>QuickBooks Online Session 3: Special Onboarding Tasks, Managing Client Work</b> Who: Seeking product training, QuickBooks Online Certification for first time, or lapsed (115 minutes - 2 CPE)  Trainer: Bryce Forney	10:15-11:45 AM	11:15-12:45 PM	12:15-1:45 PM	1:15-2:45 PM	<b>Advanced QuickBooks Online Module 5 &amp; 6: Inventory &amp; Sales Tax</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (90 minutes) 1.5 CPE  Trainer: MB Raimondi	11:15-1:15 PM	12:15-2:15 PM	1:15-3:15 PM	2:15-4:15 PM	<b>QuickBooks Online Payroll: Paying, Filing, Adjusting Payroll Tax Liabilities</b> Who: Seeking QuickBooks Payroll product training and QuickBooks Payroll Certification (120 minutes) 2 CPE  Trainer: Liz Scott
12:10-12:20 PM	1:10-1:20 PM	2:10-2:20 PM	3:10-3:20 PM	Networking Lounge and Exhibit Hall Open 10 minutes	11:45-12:00 PM	12:45-1:00 PM	1:45-2:00 PM	2:45-3:00 PM	Networking Lounge and Exhibit Hall Open 15 minutes	1:15-1:30 PM	2:15-2:30 PM	3:15-3:30 PM	4:15-4:30 PM	Networking Lounge and Exhibit Hall Open 15 minutes
12:20-1:55 PM	1:20-2:55 PM	2:20-3:55 PM	3:20-4:55 PM	<b>QuickBooks Online Session 4: Using Transaction Types and Features in QuickBooks Online</b> Who: Seeking product training, QuickBooks Online Certification for first time, or lapsed (95 minutes - 1.5 CPE)  Trainer: Stacy Kildal	12:00-1:20 PM	1:00-2:20 PM	2:00-3:20 PM	3:00-4:20 PM	<b>Advanced QuickBooks Online Module 7: Special Transactions</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (80 minutes) 1.5 CPE  Trainer: Michelle Long	1:30-3:00 PM	2:30-4:00 PM	3:30-5:00 PM	4:30-6:00 PM	<b>QuickBooks Payroll Certification Exam Prep</b> Who: Seeking QuickBooks Payroll Certification for first time (90 minutes) 1.5 CPE  Trainer: Liz Scott
1:55-2:15 PM	2:55-3:15 PM	3:55-4:15 PM	4:55-5:15 PM	Networking Lounge and Exhibit Hall Open 20 minutes	1:20-1:35 PM	2:20-2:35 PM	3:20-3:35 PM	4:20-4:35 PM	Networking Lounge and Exhibit Hall Open 15 minutes	3:00-3:15 PM	4:00-4:15 PM	5:00-5:15 PM	6:00-6:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes

March 2nd: TRACK 1 - QUICKBOOKS ONLINE CERTIFICATION Who: Seeking QuickBooks Online product training & Certification for first time, or lapsed					March 2nd: TRACK 2 - QUICKBOOKS ONLINE ADVANCED CERTIFICATION Who: Seeking QuickBooks Online advanced level product training & Advanced Certification for first time, or lapsed				
Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 4.5 credits	Pacific Time	Mountain Time	Central Time	Eastern Time	Total CPE Available: 4.5 credits
8:30 - 9:00 AM	9:30-10:00 AM	10:30-11:00 AM	11:30-12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes	8:30-9:00 AM	9:30-10:00 AM	10:30-11:00 AM	11:30-12:00 PM	Networking Lounge and Exhibit Hall Open 30 minutes
9:00-10:30 AM	10:00-11:30 AM	11:00-12:30 PM	12:00-1:30 PM	<b>QuickBooks Online Session 5: Reporting and Analytics &amp; Closing the Accounting Cycle</b> Who: Seeking product training, QuickBooks Online Certification for the first time, or lapsed (90 minutes - 1.5 CPE) Trainer: Bryce Forney	9:00-10:30 AM	10:00-11:30 AM	11:00-12:30 PM	12:00-1:30 PM	<b>Advanced QuickBooks Online Module 8: Period End</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (90 minutes) 1.5 CPE Trainer: Michelle Long
10:30-10:45 AM	11:30-11:45 AM	12:30-12:45 PM	1:30-1:45 PM	Networking Lounge and Exhibit Hall Open 15 minutes	10:30-10:45 AM	11:30-11:45 AM	12:30-12:45 PM	1:30-1:45 PM	Networking Lounge and Exhibit Hall Open 15 minutes
10:45-12:15 PM	11:45-1:15 PM	12:45-2:15 PM	1:45-3:15 PM	<b>QuickBooks Online Session 6: Banking and Tools</b> Who: Seeking QuickBooks Online Certification for the first time, or lapsed (90 minutes - 1.5 CPE) Trainer: Stacy Kildal	10:45-12:15 PM	11:45-1:15 PM	12:45-2:15 PM	1:45-3:15 PM	<b>Advanced QuickBooks Online Module 9: Supporting Clients with QuickBooks Online Advanced</b> Who: Seeking advanced product training, QuickBooks Online Advanced Certification for first time, or lapsed (90 minutes) 1.5 CPE Trainer: Michelle Long
12:15-12:30 PM	1:15-1:30 PM	2:15-2:30 PM	3:15-3:30 PM	Networking Lounge and Exhibit Hall Open 15 minutes	12:15-12:30 PM	1:15-1:30 PM	2:15-2:30 PM	3:15-3:30 PM	Networking Lounge and Exhibit Hall Open 15 minutes
12:30-2:00 PM	1:30-3:00 PM	2:30-4:00 PM	3:30-5:00 PM	<b>QuickBooks Online Certification Exam Prep</b> Who: Seeking QuickBooks Online Certification for the first time, or lapsed (90 minutes - 1.5 CPE) Trainer: Stacy Kildal	12:30-2:00 PM	1:30-3:00 PM	2:30-4:00 PM	3:30-5:00 PM	<b>QuickBooks Online Advanced Certification Exam Prep</b> Who: Seeking QuickBooks Online Advanced Certification for first time, or lapsed (90 minutes) 1.5 CPE Trainer: MB Raimondi
2:00-2:15 PM	3:00-3:15 PM	4:00-4:15 PM	5:00-5:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes	2:00-2:15 PM	3:00-3:15 PM	4:00-4:15 PM	5:00-5:15 PM	Networking Lounge and Exhibit Hall Open 15 minutes



### **QuickBooks Online Session 1: Solutions for Clients**

This session introduces the different QuickBooks Online subscription and billing options. Explore the questions you need to ask to assess client needs and the tools you can use to make the onboarding process seamless. Discover how you can pass on product discounts and how QuickBooks Online Payroll and QuickBooks Time can support client's needs further.

Learning objectives:

- The key tools and workflows to use when setting up clients in QuickBooks Online
- Exploring a client's needs and recommending the right QuickBooks solution
- The billing options and discounts available with QuickBooks Online
- The benefits and subscription levels of QuickBooks Time and QuickBooks Online Payroll

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 80 Minutes

Recommended CPE: 1.5

### **QuickBooks Online Session 2: Configuring a QuickBooks Online Company**

This session looks at the key stages of configuring new clients' QuickBooks Online files. Discover the options to import and manage vendors, customers and product and service items. Find out how to customize the chart of accounts, manage bank feed connections and assign different user permission levels.

Learning objectives:

- Customizing the chart of accounts, and managing accounts in QuickBooks Online
- Importing products and services, customers, and vendors into QuickBooks Online
- Managing the products and services list in QuickBooks Online
- Managing the customer and vendor lists in QuickBooks Online
- Managing bank feed connections, and manually importing bank feed transactions

#### Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 80 Minutes

Recommended CPE: 1.5

### **QuickBooks Online Session 3: Special Onboarding Tasks and Managing Client Work**

This session covers a range of special client onboarding tasks. Find out how to set up QuickBooks Online Payments, the Bill Pay feature, and basic sales tax. Discover the options to set up user permissions and customize invoices. Explore the benefits of QuickBooks Time and QuickBooks Online Payroll, and how to manage apps added to QuickBooks Online. In addition, learn about managing your work and your team. Find out how to add team members, assign client leads, and set permission levels. Explore the Client and the Work dashboards, and how you can create projects and client requests and manage client subscriptions.

#### Learning objectives:

- Performing basic sales tax setup in QuickBooks Online
- Setting up QuickBooks Payments
- Using the Melio app, and the Bill Pay feature
- Adding and managing apps on behalf of your clients in QuickBooks Online
- The benefits of using QuickBooks Time and QuickBooks Online Payroll
- The different subscription levels of QuickBooks Time and QuickBooks Online Payroll
- Customizing invoices in QuickBooks Online
- Assigning and managing user permission settings in QuickBooks Online
- Switching between the Accountant and Business views in QuickBooks Online
- Using the Client dashboard
- Managing client subscriptions in QuickBooks Online
- Assigning and managing permission levels for your team in QuickBooks Online
- Using QuickStart project templates in QuickBooks Online
- Creating and managing client requests in QuickBooks Online
- Using the Work feature in QuickBooks Online

#### Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 110 Minutes

Recommended CPE: 2

#### **QuickBooks Online Session 4: Using transaction types and features in QuickBooks Online**

This training introduces a range of processes and hands-on activities to help support small businesses.

Discover how to record various transactions such as undeposited funds, vendor credits, or estimates.

Explore many functions available in QuickBooks Online, including the Pay down credit card feature and tools for troubleshooting issues.

Learning outcome:

- Recording undeposited fund transactions in QuickBooks Online
- Creating estimates in QuickBooks Online
- Converting estimates to purchase orders and invoices in QuickBooks Online
- Creating customer statements in QuickBooks Online
- Creating and using Credit memos and Refund receipts
- Using vendor credits in QuickBooks Online
- Recording deposit transactions in QuickBooks Online
- Using QuickBooks Payments in QuickBooks Online
- Adding and managing bills and receipts in QuickBooks Online
- Using journal entries and adjusting journal entries in QuickBooks Online

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 140 Minutes

Recommended CPE: 2.5

#### **QuickBooks Online Session 5: Reporting and Analytics & Closing the Accounting Cycle**

This session is all about the different reports in QuickBooks Online. Discover which reports to use to answer common business questions or customize reports for clients. Find out how to run and analyze the Profit and Loss and Balance Sheet reports, or prepare management reports. In addition, learn about the processes involved at period end. Find out how to use the Month-end review menu and the key tasks in preparing the books for year end. Discover the Reclassify transactions and Write off invoices tools.

Learning objectives:

- Running basic report types in QuickBooks Online
- Using the Profit and Loss and Balance Sheet reports in QuickBooks Online
- Selecting the best report in QuickBooks Online to answer clients' common business questions
- Customizing reports in QuickBooks Online to meet the needs of clients
- Creating management reports in QuickBooks Online
- Using the Books review center at period end

- The key tasks involved in preparing a client's books for year- or period end in QuickBooks Online
- Best practices for working with mileage for year- or period end in QuickBooks Online
- Using the Reclassify transactions tool in QuickBooks Online Accountant
- Closing the books and running an Exceptions to Closing Date report

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 90 Minutes

Recommended CPE: 1.5

### **QuickBooks Online Session 6: Banking and Tools**

This session is all about managing bank transactions in QuickBooks Online. Find out how to deal with transactions that should not be included in the bank feed and how to create and use bank rules. Explore the different recurring transaction templates and the steps involved in setting them up. Discover how to reconcile accounts and resolve discrepancies.

Learning objectives:

- Excluding bank transactions and reinstating excluded transactions in QuickBooks Online
- Creating bank rules in QuickBooks Online
- Using bank rules in QuickBooks Online
- Setting up and creating templates for recurring transactions
- Reconciling accounts in QuickBooks Online
- Identifying and resolving issues with beginning balances when reconciling accounts

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Intermediate

Course Length: 90 Minutes

Recommended CPE: 1.5

## **QuickBooks Online Certification Exam Prep**

This session will help you decide if becoming a Certified ProAdvisor in QuickBooks Online is right for you. Attendees will learn what it means to be certified and how the benefits can increase year-on-year to help you grow your practice. We'll also explain what topics the exam will test you on, how the exam works, and deep dive into several topics that ProAdvisors may struggle with.

### Learning Objectives

Understand the benefits of QuickBooks Online certification

Understand how the certification exam works and what topics are covered

### Details:

Who Should Attend? Accounting Professionals who plan to offer or currently support small business clients with QuickBooks Online

Prerequisites: Completed QuickBooks Online product training or has at least 6 months experience using QuickBooks Online with clients

Delivery Method: Group-live Internet

Field of Study: Non-Technical - Computer Software & Applications

Course Level: Intermediate

Course Length: 90 Minutes

Recommended CPE: 1.5



## **Advanced QuickBooks Online Module 1: Advanced Categorization**

This session is all about advanced categorization options to optimize reports. Discover the benefits of tracking transactions by class, location, customer, and projects. Find out how to enable or set up these options and what to consider when tracking options are enabled.

Learning objectives:

- Using advanced categorization to optimize reports in QuickBooks Online
- Setting up and optimizing Class tracking and related reports in QuickBooks Online
- Setting up and optimizing Location tracking and related reports in QuickBooks Online
- Optimizing and configuring Job tracking and related reports in QuickBooks Online
- Setting up projects and using QuickBooks Online Projects functionality with current sub-customers

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 120 Minutes

Recommended CPE: 2

## **Advanced QuickBooks Online Module 2: Advanced Features**

This session covers the more advanced features available in QuickBooks Online. Find out how to work with billable expenses and billable time, or how budgets work in QuickBooks Online. Discover how to use delayed charges, progress invoicing, and price rules.

Learning objectives:

- Activating billable expenses
- Using billable expenses for invoicing and tracking
- Using QuickBooks Online to set up, record, and invoice billable time
- Running time reports
- Creating and using delayed charges and credits
- Viewing unbilled charges
- Using progress invoicing in QuickBooks Online
- Using price rules in QuickBooks Online
- Creating budgets in QuickBooks Online
- How budgets and budget reports work in QuickBooks Online
- How to use the Cashflow center in QuickBooks Online

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 95 Minutes

Recommended CPE: 1.5

### **Advanced QuickBooks Online Module 3 & 4: Advanced Banking & Reports**

This session covers using advanced banking features and advanced report features in QuickBooks Online to highlight key areas of clients' company performance. Discover more about bank rules and how to import or export them and how suggested rules work. You will also learn about different report types and the benefits of tagging in QuickBooks Online in more depth. Find out how to create scheduled reports and how to use the Performance Center.

Learning objectives:

- Investigating problems with bank activity in QuickBooks Online
- Troubleshooting problems with bank feeds
- Working with bank rules in QuickBooks Online
- How the Suggested rules feature in QuickBooks Online works
- Solving common client problems with suggested rules, category suggestions, and bank feeds
- How reports work in QuickBooks Online - and how to utilize them
- Creating scheduled reports in QuickBooks Online
- Using the Performance Center to create meaningful commercial insight
- Maximizing the value of custom charts in the Performance Center
- Uses and limitations of tagging in QuickBooks Online
- Using tags in QuickBooks Online

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 105 Minutes

Recommended CPE: 2

### **Advanced QuickBooks Online Module 5 & 6: Inventory & Sales Tax**

This session introduces the features available in QuickBooks Online to set up, track, and manage inventory, including inventory and valuation adjustments. In addition, you will learn about various advanced sales tax activities. Discover how QuickBooks Online records, tracks, and calculates sales tax. Explore how to set up tax agencies and custom sales tax, and file sales tax forms. Find out what to do to correct a payment error or make an adjustment on a sales tax return.

- The role of inventory management in QuickBooks Online
- Enabling inventory tracking in QuickBooks Online
- Setting up new inventory products and categories
- Buying, selling, and adjusting inventory
- Adjusting for donated inventory in QuickBooks Online
- How sales tax is calculated in QuickBooks Online

- Setting up and using sales tax in QuickBooks Online
- Filing sales tax successfully in QuickBooks Online
- Adjusting sales tax in QuickBooks Online

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 90 Minutes

Recommended CPE: 1.5

### **Advanced QuickBooks Online Module 7: Special Transactions**

This session covers a range of advanced methods of recording transactions in QuickBooks Online. Discover how to use templates for recurring transactions and daily sales summaries. Find out about handling zero dollar transactions and customer or vendor retainers and what to do when a payment fails.

- When recurring transactions can be used and using templates for recurring transactions
- Setting up a daily sales summary in QuickBooks Online
- Creating zero dollar expenses in QuickBooks Online
- Handling failed payments or insufficient funds in QuickBooks Online
- Handling customer retainers in QuickBooks Online
- Customizing reports that show open customer retainers
- Handling vendor prepayments and deposits in QuickBooks Online
- Running reports that show uncleared vendor prepayments

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 80 Minutes

Recommended CPE: 1.5

### **Advanced QuickBooks Online Module 8: End of Period Activities**

This session covers a range of end-of-period activities. Find out more about reviewing lists and account balances or troubleshooting issues with inventory balances and undeposited funds. Discover more about the Writing off invoices, and the Prep for taxes tools and how to prepare Forms 1099s.

Learning objectives:

- Reviewing and troubleshooting QuickBooks Online lists
- Troubleshooting accounts on the balance sheet
- Troubleshooting Profit and Loss account balances
- Troubleshooting issues with undeposited funds
- Using the Write off invoices tool in QuickBooks Online Accountant
- Troubleshooting inventory balance issues in QuickBooks Online
- Reclassifying transactions in QuickBooks Online Accountant
- Using the Prep for taxes tool to prepare a client's tax forms for submission
- Preparing and filing Forms 1099-NEC and 1099-MISC in QuickBooks Online
- Closing the books in QuickBooks Online—and identifying any changes to closed periods

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 90 Minutes

Recommended CPE: 1.5

### **Advanced QuickBooks Online Module 9: Supporting Clients with QuickBooks Online Advanced**

This session introduces the additional features only available in QuickBooks Online Advanced subscription levels. Explore the Custom report builder and Spreadsheet Sync functions to create enhanced reports. Discover the Expense claims hub, how to manage transactions in batches, and the options available to automate processes.

Learning objectives:

- Managing transactions in batches in QuickBooks Online Advanced
- Managing workflows and tasks in QuickBooks Online Advanced
- Working with Spreadsheet Sync in QuickBooks Online Advanced
- Using the Custom report builder in QuickBooks Online Advanced
- Managing expense claims in QuickBooks Online Advanced
- Working with Custom roles

Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet  
Field of Study: Computer Software & Applications - Non-Technical  
Course Level: Advanced  
Course Length: 90 Minutes  
Recommended CPE: 1.5

### **QuickBooks Online Advanced Certification Exam Prep**

This session will help you decide if becoming an Advanced Certified ProAdvisor in QuickBooks Online is right for you. Attendees will learn what it means to be advanced certified and how the benefits can increase year-on-year to help you grow your practice. We'll also explain what topics the exam will test you on, how the exam works, and deep dive into several topics that ProAdvisors may struggle with.

#### Learning Objectives

- Understand the benefits of QuickBooks Online Advanced certification
- Understand how the certification exam works and what topics are covered

#### Details:

Who Should Attend? Accounting Professionals who currently support small business clients with QuickBooks Online

Prerequisites: QuickBooks Online Certified

Delivery Method: Group-live Internet

Field of Study: Computer Software & Applications - Non-Technical

Course Level: Advanced

Course Length: 90 Minutes

Recommended CPE: 1.5



## **Serving Clients with QuickBooks Payroll**

In this session, you will learn about the different types of Payroll related services and best practices for incorporating Payroll advisory into your practice.

Learning Objectives:

- Understand the different types of Payroll services to offer
- Understand best practices and key questions to ask when advising clients on payroll

Details:

Who Should Attend? Accounting Professionals who plan to offer or currently support small business clients using QuickBooks Online Payroll

Prerequisites: None

Delivery Method: Group-live Internet

Field of Study: Non-Technical - Business Management & Organization

Course Level: Intermediate

Course Length: 60 Minutes

Recommended CPE: 1

## **Payroll Specialist Fundamentals**

Payroll is a critical business function that most small businesses don't have the time to master or complete on their own. Many choose to bring in an outside expert to take care of their payroll functions. These experts, known as payroll specialists, provide a wide range of accounting and payroll services for small businesses.

This session provides insight into the services a payroll specialist performs for small businesses. Topics covered include managing employee records, time, and attendance; deciding on compensation and benefits packages; distributing payment to employees; payroll reporting and compliance; and more. This training is ideal for accounting professionals who are new to payroll services but are interested in supporting clients with their payroll needs.

Learning Objectives:

- Define the different types of worker classifications
- Understand federal and state legal compliance requirements
- Understand how to properly review pay schedules, workweeks, and standard hours
- Identify employee termination procedures and policies
- Identify the required employee documents that must be maintained by employers
- Understand how to calculate gross payroll costs
- Understand the federal and state taxes that affect payroll
- Understand the different types of benefits and their tax compliance implications
- Understand how to properly explain, record, and/or file taxes and wages

Details:

Who Should Attend? Accounting Professionals who plan to offer or currently support small business clients using QuickBooks Online Payroll

Prerequisites: None

Delivery Method: Group-live Internet

Field of Study: Non-Technical - Computer Software & Applications

Course Level: Intermediate  
Course Length: 90 Minutes  
Recommended CPE: 1.5

### **QuickBooks Online Payroll: Product Line-Up & First Steps to Set Up**

This session will help accounting professionals understand the similarities and differences between the QuickBooks Online Payroll Core, Premium, and Elite subscriptions.

Attendees will learn the necessary steps to choose the right subscription level, turn on and use the set-up wizard. You will also learn how to add employees, including turning on direct deposits and understanding the essential features necessary for running payroll. Additional set-up features, including QuickBooks Time, Auto fill, paying contractors, and voiding and deleting payroll checks, will be covered in this section. Note: This course is run as a webinar "QuickBooks Online Payroll - Part 1."

#### Learning Objectives:

- Recognize which QuickBooks Online subscription level is right for clients
- Recognize the Payroll Center's new features
- Identify how to add employees
- Describe how to set up direct deposit and run payroll
- Recognize the benefits of Auto Payroll and how QuickBooks Online Payroll and QuickBooks Time work together

#### Details:

Who should attend? Bookkeeping professionals and QuickBooks Online Certified ProAdvisors

Prerequisites: None

Delivery Method: Group-live Internet

Field of Study: Non-Technical - Computer Software & Applications

Course Level: Intermediate

Course Length: 120 Minutes

Recommended CPE: 2

### **QuickBooks Online Payroll: Paying, Filing, Adjusting Payroll Tax Liabilities.**

In this session, you will develop a working understanding of paying, filing, and adjusting payroll tax liabilities and necessary year-end tasks, using QuickBooks Online Payroll. Using advanced payroll reports, learners will understand how QuickBooks Time time tracking integration, Class tracking, and Projects can generate job costing reports.

Attendees will also learn how to track time-off policies, tips, and gratuities and how to offer health benefits, including deductions and contributions. Note: This course is run as a webinar "QuickBooks Online Payroll - Part 2"

#### Learning Objectives:

- Explain how to process payroll tax deposits and adjust for penalties and interest
- Recognize key payroll activities at year-end

- Recognize how to set up health benefits
- Explain how payroll data can be used to determine profitability via Projects
- Be able to create the most commonly used payroll reports
- Determine how to record tips and gratuities

Details:

Who Should Attend? Accounting Professionals who plan to offer or currently support small business clients using QuickBooks Online Payroll

Prerequisites: None

Delivery Method: Group-live Internet

Field of Study: Non-Technical - Computer Software & Applications

Course Level: Intermediate

Course Length: 120 Minutes

Recommended CPE: 2

### **QuickBooks Payroll Certification Prep**

This session will help you decide if becoming a Certified ProAdvisor in QuickBooks Online Payroll is right for you. Attendees will learn what it means to be certified and how the benefits can increase year-on-year to help you grow your practice. We'll also explain what topics the exam will test you on, how the exam works, and deep dive into several topics that ProAdvisors may struggle with.

Learning Objectives:

Understand the benefits of QuickBooks Payroll certification

Understand how the certification exam works and what topics are covered

Details:

- Who Should Attend? Accounting Professionals who plan to offer or currently support small business clients with QuickBooks Online Payroll
- Prerequisites: QuickBooks Online Certified
- Delivery Method: Group-live Internet
- Field of Study: Non-Technical - Computer Software & Applications
- Course Level: Intermediate
- Course Length: 90 Minutes
- Recommended CPE: 1.5