



QuickBooks Online “QBO”

Welcome

Syllabus:

QuickBooks Online “QBO Bootcamp” ACNT1010.XXXXX

Instructor Information:

Brenda Murphy, Instructor/BAAS

Certified QuickBooks Advanced Elite Online ProAdvisor



903-276-5899, text enabled (personal)

brendafmurphy@outlook.com – personal

Learning Objectives:

This course is created for those who have previous experience with QuickBooks Online. There are new features and just some “bad habits” that may need upgrading! Maybe you need a refresher as the program has undergone some substantial upgrades in the past couple of years. Come on, we’ll find a place for you!

In this class, we will review the basics such as learning how to create a company, configure and optimize for best results, vendors, customers, invoices, payments, make bank deposits, reconcile bank accounts, create reports to manage tasks, and prepare closing entries for the month end and year end. Supplemented by handouts and hands on computer training. We will cover an accounting cycle for a month and perform year end closing procedures. We will learn to display

report results for printing or exporting or emailing. We will also review the end result of the accounting transactions we have posted and how the financial statements are impacted. AND you will learn how to correctly manage the bank feed! Oh My Gosh! Gamechanger!

A brand new feature called Melio is now available within accounts payable (bills) to schedule and pay bills electronically. This truly is a game changer – no checks – and your vendor will be able to choose between a check or an ACH. We will personalize forms and get really proficient with the bank feed! Guess what it costs you! Not one penny! Save time and money!

Class Schedule:

09/07/2021 6:00 pm to 8:00 pm
09/09/2021 6:00 pm to 8:00 pm
09/14/2021 6:00 pm to 8:00 pm
09/16/2021 6:00 pm to 8:00 pm
09/21/2021 6:00 pm to 8:00 pm
09/23/2021 6:00 pm to 8:00 pm
09/28/2021 6:00 pm to 8:00 pm
09/30/2021 6:00 pm to 8:00 pm

Instructional Methods:

- Lectures
- Assignments
- Concepts Review, Questions, Skill Builders and Assessments
- Practice in Class
- Student Participation
- Hands On
- Hard Copy Training Manual

Attendance:

Attendance is especially important; we have 16 contact hours scheduled and will receive a certificate for attending the course. We have a great amount of material to cover. If you are sick, please email me and I am glad to provide an opportunity to make up the missed lesson.

Class Suggestion:

If we are working on a process in class and you are unsure as to what to do, try to figure it out, but if after a couple of minutes, you are still unsure, please raise your hand and let me know so I can get you going again.

Class Curriculum Requests:

This is your class! I am glad to answer questions and add requested objectives to the curriculum as we go. My contact information is above, please use it to communicate with me. If you are struggling with a concept, email me, I can provide additional educational reinforcement to insure you are able to master what might be giving you a little trouble.

I am glad to assist students to figure out what might be giving them trouble at their job or they just are exploring to determine what is the best QuickBooks product for them. I am here to help with that process!

BONUS – You will receive a FREE one-year subscription to QuickBooks Online Plus!

This is YOUR class!

Learn! Enjoy! Make new friends!

Put the “Quick” in QuickBooks!

Call me, Brenda Murphy, at 903-276-5899 for any questions concerning this course.