Grow Your Practice with QuickBooks Online Virtual Conference: July 12, 2018

Eastern Time	Track 1	Eastern Time	Track 2
10:45 AM to 11:00 AM	Networking Lounge, Exhibit Hall Open		
11:00 AM to 11:15 AM	**Kick Off: Using the Virtual Platform and Tips for the QuickBooks Online Certification and Re-Certification Exam** No CPE		
11:15 AM to 11:30 AM	Break Networking Lounge & Exhibit Hall Open		
11:30 AM to 1:20 PM	**QuickBooks Online Certification Exam Preparation** Module 1 – Setting Up Clients 2 CPE	11:30 AM to 2:00 PM	**What's New in QuickBooks Online (Re-Certification) and Introduction to QuickBooks Capital** 3 CPE
1:20 PM to 1:30 PM	Break Networking Lounge & Exhibit Hall Open	2:00 PM to 2:10 PM	Break Networking Lounge & Exhibit Hall Open
1:30 PM to 2:50 PM	**QuickBooks Online Certification Exam Preparation** Module 2 – Supporting Your Small Business Clients 1.5 CPE	2:10 PM to 3:10 PM	**T-Sheets Fundamentals*** 1 CPE **This session is not required for QB Certifications*
2:50 PM to 3:00 PM	Break Networking Lounge & Exhibit Hall Open	3:10 PM to 3:20 PM	Break Networking Lounge & Exhibit Hall Open

Time	Session	Time	Session
3:00 PM to 4:00 PM	**QuickBooks Online Certification Exam Preparation** Modules 3 & 4 – Banking, Tools, Reporting 1 CPE	3:20 PM to 4:20 PM	**Building a Business Model around QuickBooks Self Employed** 1 CPE
4:00 PM to 4:10 PM	Break Networking Lounge & Exhibit Hall Open	4:20 PM To 4:30 PM	Break Networking Lounge & Exhibit Hall Open
4:10 PM to 5:40 PM	**QuickBooks Online Certification Exam Preparation** Modules 5,6 & 7 – Managing Your Work, Preparing Clients' Books & QuickBooks Solutions for Your Clients 1.5 CPE	4:30 PM to 6:10 PM	**Automating Bookkeeping Processes with QuickBooks Online Integrated Applications** 2 CPE
5:40 PM to 5:50 PM	Break Networking Lounge & Exhibit Hall Open	6:10 PM to 6:20 PM	Break Networking Lounge & Exhibit Hall Open

Grow Your Practice with QuickBooks Virtual Conference:

July 12, 2018

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Thursday, July 12, 2018

Kick-off: Using the Virtual Conference Platform and Tips for the QuickBooks Online Certification and Re-Certification Exam

Presenter:	Stacy Kildal
Course Level:	Basic
Course Length:	15 Minutes
Prerequisites:	None
Delivery Method:	Group - Live Internet
Field of Study:	
Recommended CPE:	Not Eligible for CPE

Track 1 – Thursday, July 12, 2018

QuickBooks Online Certification Exam Preparation Module 1 – Setting Up Clients

Course Description:

This course will provide you with the skills and knowledge required to provide a professional level of support to small business clients and help them succeed using QuickBooks Online. As you progress through the course you will develop a working understanding of the complete end to end accounting life cycle and be able to support clients with the key required tasks within QuickBooks Online Accountant.

The module begins with some scene setting by introducing Terri's Tech, an IT Support business that needs an Accountant and wishes to use QuickBooks Online. The different ways to create a new company are explained and the best practice method identified. The module then provides all the steps required to complete the set up. Topics included cover Settings, Online Invoicing, Chart of Accounts, Customers, Vendors, Products and Services, Bank Feeds, a basic Sales Tax Setup, Permission Levels and Team Member Access.

Learning Objectives:

On completion of this course, you will be able to:
- Describe how to create a new QuickBooks Online company and add a new client to QuickBooks Online Accountant from a small business direct invite
- State how to set up company, sales, expense and payment settings that are appropriate to the client's needs
- Recall how to set advanced settings that are appropriate to the client's needs
- State how to manage the chart of accounts
- Explain how to setup and manage customer, vendor and products and services lists
- Recognize how to create a bank feed and link it to QuickBooks Online
- Identify the key information needed to perform a basic sales tax setup

- State that ProConnect Tax Online can be linked to QuickBooks Online for income tax management and reporting
- State that payroll can be set up for QuickBooks Online
- Explain how to add team members to your practice and the implications of different permission levels
- Identify how to manage client access to their books

Instructor:	Carla Caldwell
Course Level:	Intermediate
Course Length:	110 Minutes
Prerequisites:	A basic understanding of general accounting principles & QuickBooks functionality is required
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	2 CPE Hours (CPE is based on 50-minute hour)

QuickBooks Online Certification Exam Preparation Module 2 – Supporting Your Small Business Clients

Course Description

This course will provide you with the skills and knowledge required to provide a professional level of support to small business clients and help them succeed using QuickBooks Online. As you progress through the course you will develop a working understanding of the complete end to end accounting life cycle and be able to support clients with the key required tasks within QuickBooks Online Accountant**.**

This module begins with some best practice workflows before identifying the most common errors that are caused by poor workflow. Topics covered include Delayed Charges, Online Invoicing, Undeposited Funds, Depositing to the Bank, Transaction Journal, QuickBooks Online Payments, Journal Entries, Transfers and Memo's. The module closes with an explanation of why a Customer Statement is useful.

Learning Objectives

On completion of this course, you will be able to:
- Identify best practice workflows and common client errors caused by poor workflow
- Explain how to use delayed charges
- Describe the benefits of online invoicing
- State why it's good practice to use the Undeposited Funds account and how to how to record a payment to Undeposited Funds
- Describe how you would use a deposit transaction
- Describe how to charge a customer credit card via QuickBooks Payments and how to create a recurring QuickBooks Online payment sales receipt
- Describe how to create a journal entry
- Recognize how to create an adjusting journal entry
- Describe how to create a transfer between accounts

- List when you would use the following transaction types: credit memo, vendor credit, purchase orders, estimates
- Describe why a customer statement is useful

Instructor:	Stacy Kildal
Course Level:	Intermediate
Course Length:	80 Minutes
Prerequisites:	A basic understanding of general accounting principles & QuickBooks functionality is required
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	1.5 CPE Hours (CPE is based on 50-minute hour)

QuickBooks Online Certification Exam Preparation Module 3 & 4 – Banking, Tools, Reporting

Course Description

This course will provide you with the skills and knowledge required to provide a professional level of support to small business clients and help them succeed using QuickBooks Online. As you progress through the course you will develop a working understanding of the complete end to end accounting life cycle and be able to support clients with the key required tasks within QuickBooks Online Accountant**.**

Module 3 explains how QuickBooks Online works with connected bank and credit card accounts. The module begins with explaining what the Banking Center shows, before exploring how to work with transactions. Other topics covered include: creating bank rules, reconciling the bank, reconciliation reports and how to undo a reconciliation. The module closes with recurring transactions.

Module 4 begins by explaining how to navigate to the Reports Center. The module then differentiates between cash based and accrual-based reporting before exploring the different reports available for each subscription level and the valuable insight they can provide. Other topics include when and how to run both A/R Aging Summary and A/P Aging Summary reports.

Learning Objectives:

On completion of this course, you will be able to:
- Describe what the "For Review" and "In QuickBooks" grids show in the Banking Center
- Identify how to match a payment
- Recognize how to match an expense
- State when a transaction needs to be excluded
- Recognize how to exclude a transaction
- Identify when to create a simple bank rule
- Explain the importance of reconciling the bank at set dates
- Run a reconciliation report
- Describe how to undo a bank reconciliation
- State when you might use recurring transactions

- Describe how to create a recurring transaction
- Recall how to navigate the Reports Center categories
- Recognize the difference between cash based and accrual-based reporting
- Describe the value of the basic reports to clients
- State that the reports available differ between subscription levels, user role and the features you have enabled
- State why you would use an A/R aging summary report
- Recall how to run an accounts receivable report
- State why you would use an A/P aging summary report
- Recognize how to run an accounts payable report

Instructor:	MB Raimondi
Course Level:	Intermediate
Course Length:	60 Minutes
Prerequisites:	A basic understanding of general accounting principles & QuickBooks functionality is required
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	1 CPE Hour (CPE is based on 50-minute hour)

QuickBooks Online Certification Exam Preparation Module 5, 6 & 7– Managing Your Work, Preparing Clients' Books, QuickBooks Solutions for Your Clients

Course Description

This course will provide you with the skills and knowledge required to provide a professional level of support to small business clients and help them succeed using QuickBooks Online. As you progress through the course you will develop a working understanding of the complete end to end accounting life cycle and be able to support clients with the key required tasks within QuickBooks Online Accountant.

Module 5 begins by introducing the Work functionality and how it can help you to streamline your workflows by collaborating with your clients. The module then explains how to use each of the Work features including projects, tasks, client requests and adding attachments. The module closes with the steps required to change the status of a task.

Module 6 provides an overview of the key tasks for year or period end and the tools and reports available. Topics include Voided and Deleted transactions, Reclassifying transactions, Writing off invoices, Trial balance and that the data can be imported to ProConnect Tax Online. The module closes with the steps required to close the books, set a password and access the Closing Date exception log.

Module 7 begins by providing some best practices and tools to establish a client's accounting needs. The module will present the various subscription levels of QuickBooks Online and the associated features and benefits of each. The module then will explain the different billing options available for QuickBooks Online. Finally, the module will discuss the benefits of the Ecosystem of 3rd party

applications than can be integrated with QuickBooks Online to provide additional functionality and increase productivity.

Learning Objectives

- Describe how the Work functionality can increase organization and efficiency
- Recognize how to create a project
- Recognize how to create a task
- Describe how to create a client request
- Know how to add an attachment to a client request
- Recognize how to change the status on a task
- Identify the appropriate key tasks and reports for preparing a client's books for year or period end
- Locate the voided and deleted transactions tool
- Understand why you might need to reclassify transactions
- Know how to reclassify transactions
- State why you might need to write off invoices
- Recognize how to write off an invoice
- State when a trial balance is used
- Recognize that you can export a trial balance to Excel
- Explain that you can import QuickBooks trial balance data into ProConnect Tax Online to prepare tax returns
- Recognize how to close the books
- State how to set a password on closed books
- Describe how to access the closing date exception log
- Establish a potential client's QuickBooks Online and QuickBooks Self Employed needs
- State the options to migrate clients from other accounting systems
- Explain the different levels of subscription available for QuickBooks Online and QuickBooks Self Employed
- Identify the appropriate QuickBooks Online or QuickBooks Self Employed subscription level to your client
- Describe the billing options available for pricing
- Identify the steps to find, purchase and access apps that work with QuickBooks Online
- Explain the benefits of QuickBooks approved apps

Instructor:	Stacy Kildal
Course Level:	Intermediate
Course Length:	90 Minutes
Prerequisites:	A basic understanding of general accounting principles & QuickBooks functionality is required
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	1.5 CPE Hours (CPE is based on 50-minute hour)

What's New in QuickBooks Online (Re-Certification) and Introduction of QuickBooks Capital

Course Description

This course will provide you with information and knowledge on the latest features and product updates in QuickBooks Online between April and December 2017. This course will also help prepare QuickBooks Online Certified ProAdvisors for the re-certification exam.

Learning Objectives

On completion of this course, you will be able to:
- Use the Work tab features in QBOA to manage your work
- Navigate the new features of the QBOA client list
- Manage team and client access
- Identify the steps to find, purchase and access apps
- Access client data using the new Sales, Expenses and Banking Centers
- Be aware that the P&L widgets now show the same transaction values as P&L reports
- Perform a basic tax setup
- Promote best practice workflows to clients
- Track the status of invoices
- Use Projects functionality to manage related transactions
- Be aware that the reconciliation tool includes intelligence to help troubleshoot reconciliations

Instructor:	MB Raimondi
Course Level:	Intermediate
Course Length:	150 Minutes
Prerequisites:	QuickBooks Online ProAdvisor Certification
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	3 CPE Hour (CPE is based on 50-minute hour)

TSheets Fundamentals

Course Description

Attendees will be introduced to the fundamentals of TSheets and its most popular features, to serve their clients' businesses. Learn how to set up, navigate, and walk through an overview of features like scheduling, GPS tracking, and reporting, as well as a variety of way to track time on customer projects employee hours worked. We know time equals money, and our timesheets can save you both!

Learning Objectives

- A greater understanding of the TSheets product
- Manage employee and project-related hours with ease
- Understand how to read reports for deeper business insights

Instructor:	Carla Caldwell
Course Level:	Basic
Course Length:	70 Minutes
Prerequisites:	None
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	1 CPE Hour (CPE is based on 50-minute hour)

Building a Business Model Around QuickBooks Self Employed

Course Description

This session introduces the opportunity for accounting professionals presented by the vast Self-Employed market. Your instructor will cover the three self-employed service models/offerings that best fit this target market and share methods you can use to capture the attention of these potential clients.

Learning Objectives

In this session, you will learn:

- How to identify the common characteristics and needs of the Self-Employed Client
- How QuickBooks Self Employed plus QuickBooks Online Accountant can provide solutions for this type of client
- Three Self-Employed service models/offerings that best fit this target market

Instructor:	Mariette Martinez
Course Level:	Basic
Course Length:	60 Minutes
Prerequisites:	None
Delivery Method:	Group - Live Internet
Field of Study:	Business Management & Organization
Recommended CPE:	1 CPE Hour (CPE is based on 50-minute hour)

Automating Bookkeeping Processes with QuickBooks Online Integrated Applications

Course Description

Automation is the way of the future in the accounting profession and clients are looking to us to help them increase efficiency and reliability of data through technology. How do you know when a process should be automated and how do you determine the solution? With so many options to choose from, how do you choose the right solution for you or your client. This session will show you how to develop a process to identify, evaluate and implement apps in your practice or with a client.

Learning Objectives

This step by step session will teach you how to:

- Identify the need for an app to automate a process
- Develop a system to evaluate and choose apps from multiple options
- Design and execute a successful implementation

Instructor:	Heather Satterley
Course Level:	Basic to Intermediate
Course Length:	100 Minutes
Prerequisites:	None
Delivery Method:	Group - Live Internet
Field of Study:	Computer Software & Applications
Recommended CPE:	2 CPE Hours (CPE is based on 50-minute hour)