Intuit Education

QuickBooks® Online Foundations

Teacher Guide

Table of Contents

Overview

University Teachers Guide
Pre-Class Preparation
Course Learning Objectives (CLOs)

The goal of this course is to provide a curriculum that allows the instructor to engage students in a significant manner to impart critical thinking skills.

Overall Course Learning Objectives:

Upon completion of this course, students will be able to demonstrate mastery of the fundamentals of QuickBooks® accounting software and how to

- set up and customize QuickBooks® per specific type of business;

- set up and use the Chart of Accounts and understand how it connects to all transactions;

- collect financial data and organize how data is entered, processed, and reviewed;

- set up and review key financial reports and understand how to analyze and break financial information into components;

- manage accounts receivable and accounts payable in an efficient and effective manner;

- use the Banking Center; and

- apply knowledge of best-practice accounting/bookkeeping principles to increase both the accuracy and efficiency of the bookkeeping cycle.

Teacher's Guide
Pre-Class Preparation
Equipment Setup Options

Technology and Equipment

Intuit Education Training materials can be delivered effectively using a variety of equipment setup options. While your specific equipment setup may vary, we have included basic guidance below. Your system will need to display both PowerPoint and QuickBooks Online or QuickBooks Desktop, depending on which course you are teaching. If you need further assistance, please contact the on-campus faculty technical support for your classroom.

Equipment options:

- room projector and projector screen
- room computer or laptop computer
- portable data drive
- flat-screen monitors
- internet connection (when presenting the QuickBooks Online Class) – **Google Chrome is the recommended browser for ease of use with QuickBooks Online**
- a computer for each student (when choosing to include group activities in the classroom)

The general equipment setup is as follows:

1. Training materials are downloaded to the presenting computer. This is likely going to be your own laptop. It could be the room's computer system.
   a. VERY IMPORTANT - Make sure the device has both PowerPoint and QuickBooks software installed.
   b. If using your personal laptop, connect your laptop to the room's projection system. This is typically done through a VGA (blue connector with central pins) or HDMI (wide and narrow head) cable. You may want to have your own adapter cable or ask your department IT for an adapter in case the cable in the classroom does not match the corresponding port on your computer.
   c. If it is not your personal laptop, you will probably need to download the files to a portable data drive (also called a thumb drive or thumb stick) to plug into the USB port on the presenting device.

2. The training materials will be displayed. This will probably be through a built-in projector that will display your screen onto a wall or projector screen.
   a. Turn the projector on a few minutes ahead of time to allow it to warm up.

Mobile Overview https://quickbooks.intuit.com/tutorials/lessons/mobile-overview/

Online Banking Overview https://quickbooks.intuit.com/tutorials/lessons/connect-to-bank-account/

Connect Bank and Credit Card Accounts

We will not actually connect our bank and credit card accounts for this training. The test drive sample company provided by Intuit will allow you to play around with the banking feature. You can find the URL in the manual (table of contents).

1. **Bank Rules**
   Review video link: Using Bank Rules
   https://quickbooks.intuit.com/tutorials/lessons/qboa-bank-rules/

2. **Transfer Funds**
   This feature can be used to transfer funds from one bank account to another and will help to avoid duplicate transactions when posting an expense from one account and deposit to the other.

3. **Reconciliations**
   Review video link: Reconcile Your Accounts
   https://quickbooks.intuit.com/tutorials/lessons/reconcile-accounts/

   As you walk your students through the reconciliations process, stress its importance and how the process ensures all transactions passing through the bank and credit cards accounts are accounted for. So many business owners ignore this process and find out later they had duplicate, missing, or incorrect transactions in their company file. This is our checks and balances system to ensure all transactions have been posted correctly. It allows us to trust our financial statements.

   Reconcile the deposits and then the payments and verify the beginning balance, ending balance, cleared balance, total deposits, total payments, and a difference of zero.

   Point out that there will be outstanding checks that have not cleared the bank. You might mention the importance of acknowledging outstanding or pending transactions that have not cleared the bank as they affect the actual bank balance, so this helps to avoid nonsufficient funds (NSF) fees.

   Point out the options to click "finish now," "save for later," or "close without saving."

   Repeat the process for the savings and credit card accounts.

This concludes the QuickBooks Online Foundations Training. The takeaways are as follows:

- Attention to accuracy and detail is critical as it eliminates the need for unnecessary cleanup and frustration.
- A correct company setup will eliminate a significant percentage of issues encountered when using accounting software.
- Accurate data entry and a streamlined chart of accounts are important components of bookkeeping best practices.
- Best practice accounts receivable and accounts payable management is paramount for optimal cash flow and profitability.
- Bank account and credit card reconciliation will help to detect mistakes, fraud, etc., and ensure the accuracy of financial data.
- The power of reports cannot be overstated, and they should be referenced daily to consistently improve business performance.

Teacher Wrap-up and Summary

It is important to pull it all together for the students and discuss the progress of the company and where they stand today. We have included takeaways and a sample evaluation of the financial data at the end of Section 6 in the Student Activity Guide and compared the data to industry standards. Review the information before your class to identify discussion points; feel free to interject your thoughts and ideas to open the discussion.

A major goal of our training is to help students understand the "why" behind the "how" of using QuickBooks by having them walk through the creation and setup of a realistic business startup. The Intuit Education team sincerely hopes you have enjoyed this training experience and we would appreciate feedback, as we constantly strive to improve educator resources.

QuickBooks Entity Options:

Note: Here is additional information regarding an S-corporation entity. If you want to know more about the different types of entities available to business owners, please visit www.irs.gov.

I. **Small Business Corporation – 1120S**
S corporations exist separately from owners and are corporations that elect to pass corporate income, losses, deductions, and credits through to their shareholders for federal tax purposes. Shareholders of S corporations report the flow-through of income and losses on their personal tax returns and are assessed tax at their individual income tax rates. This allows S corporations to avoid double taxation on corporate income. However, S corporations are responsible for tax on certain built-in gains and passive income at the entity level.

The following requirements must be met to qualify for S corporation status:

- Be a domestic corporation.
- Have only allowable shareholders.
    - may be individuals, certain trusts, and estates
    - may not be partnerships, corporations, or nonresident alien shareholders
- Have no more than 100 shareholders.
- Have only one class of stock.
- May not be an ineligible corporation (i.e., certain financial institutions, insurance companies, and domestic international sales corporations).

To become an S corporation, the corporation must submit Form 2553 Election by a Small Business Corporation (PDF) signed by all the shareholders. See the Instructions for Form 2553 (PDF) for all required information and to determine where to file the form.
https://www.irs.gov/businesses/small-businesses-self-employed/s-corporations

Pros
- Provides protection against personal liability.
- Allows pass-through tax treatment. Profits and losses flow directly to individual shareholders.