

# Intuit QuickBooks Online Certified User



The Intuit QuickBooks Online Certified User exam assesses competency in the Intuit QuickBooks Online software including knowledge associated with: QuickBooks Online administration; sales and money in; vendors and money out; bank accounts, transaction rules, and receipts; and basic reports and views.

An individual earning this certification has at least 150 hours of instruction or hands-on experience with the Intuit QuickBooks Online software.

## 1. Intuit QuickBooks Online Administration

### A candidate should know:

- 1.1 Set up Intuit QuickBooks Online
  - 1.1.1 Recognize features and benefits of Intuit QuickBooks Online Plus
  - 1.1.2 Describe licensing requirements for setting up an entity in Intuit QuickBooks Online
  - 1.1.3 Describe the process of migrating company to Intuit QuickBooks Online
  - 1.1.4 Describe the access of each default user role
- 1.2 Manage Intuit QuickBooks Online
  - 1.2.1 Identify the company information that you can and can't edit
  - 1.2.2 Recognize the benefits of the Close the Books feature
  - 1.2.3 Compare and contrast the cash and accrual accounting methods
  - 1.2.4 Identify the purposes of project tracking, class tracking, and locations
  - 1.2.5 Describe how to activate project tracking, class tracking, and locations
  - 1.2.6 Identify the tasks performed by automation
- 1.3 Manage lists
  - 1.3.1 Identify the lists that you can import
  - 1.3.2 Identify the content of various lists
  - 1.3.3 Identify the appropriate lists for different purposes
  - 1.3.4 Identify when and how to add, edit, delete, and merge list items
  - 1.3.5 Manage the Chart of Accounts
- 1.4 Manage recurring transactions
  - 1.4.1 Describe reasons for making transactions recurring
  - 1.4.2 Define types of recurrence
  - 1.4.3 Describe how to implement recurring transactions
- 1.5 Manage journal entries
  - 1.5.1 Identify the information required for journal entries
  - 1.5.2 Describe how to implement journal entries
- 1.6 Connect Intuit QuickBooks Online to apps
  - 1.6.1 Identify the purpose of apps
  - 1.6.2 Identify where to get apps
  - 1.6.3 Identify the risks and benefits of extending functionality through apps

## 2. Sales and Money-In

### 2.1 Set-up customers

- 2.1.1 Identify the importance of the Display Name field
- 2.1.2 Differentiate between billing and shipping addresses
- 2.1.3 Define and describe the use of customer payment terms
- 2.1.4 Identify taxable and non-taxable customers
- 2.1.5 Define and describe the correct use of sub-customers

### 2.2 Set-up products and services

- 2.2.1 Describe and differentiate between products and services
- 2.2.2 Identify the information required to set up products or services
- 2.2.3 Describe reasons for setting-up products or services
- 2.2.4 Contrast inventory products and non-inventory products

### 2.3 Manage sales settings

- 2.3.1 Customize sales forms
- 2.3.2 Customize email message forms
- 2.3.3 Describe the purpose of activating customer discounts
- 2.3.4 Describe the Intuit QuickBooks Payments feature and how it differs from traditional payments

### 2.4 Record basic money-in transactions

- 2.4.1 Describe the money-in transaction workflow
- 2.4.2 Record and manage invoices and sales receipts
- 2.4.3 Receive, record, and manage payments, undeposited funds, and deposits
- 2.4.4 Record credit memos and refund receipts

## 3. Vendors and Money-out

### 3.1 Manage vendor records

- 3.1.1 Describe how to identify existing customers as vendors
- 3.1.2 Describe when and how to merge vendor accounts
- 3.1.3 Describe how to add or change vendor payment terms
- 3.1.4 Describe how and why to identify vendors as 1099 contractors

### 3.2 Manage expense settings

- 3.2.1 Describe how and why to activate expense tracking by customer
- 3.2.2 Describe when and how to make expenses and items billable
- 3.2.3 Describe how to identify unbilled billable expenses

### 3.3 Record and manage basic money-out transactions

- 3.3.1 Describe the money-out transaction workflow
- 3.3.2 Identify types of money-out transactions
- 3.3.3 Compare and describe the appropriate use of checks and bill payments
- 3.3.4 Describe the effects of recording bills, checks, and credit card transactions
- 3.3.5 Differentiate between expense transactions and bank feed transactions
- 3.3.6 Describe how to record check, credit card, and debit card expense transactions
- 3.3.7 Describe the use and effects of vendor credits and refunds
- 3.3.8 Describe why and how to void, delete, and edit money-out transactions and the impact thereof

## **4. Bank Accounts, Transaction Rules, and Receipts**

### **4.1 Implement financial account connections**

4.1.1 Identify the types of financial accounts Intuit QuickBooks Online can connect to

4.1.2 Describe the benefits of connecting Intuit QuickBooks Online to accounts

### **4.2 Manage bank feeds**

4.2.1 Process bank feed transactions

4.2.2 Define and describe the use of bank rules

### **4.3 Manage receipts**

4.3.1 Identify methods of uploading receipts

4.3.2 Describe how to record transactions from uploaded receipts

## **5. Basic Reports and Views**

### **5.1 Describe the content and purpose of reports**

5.1.1 Describe the content and purpose of financial reports

5.1.2 Describe the content and purpose of money-in reports

5.1.3 Describe the content and purpose of money-out reports

### **5.2 Customize and deliver standard reports**

5.2.1 Customize standard reports

5.2.2 Identify report delivery formats

### **5.3 Access other reports and views**

5.3.1 Describe the content of the Audit Log

5.3.2 Describe the content and functionality of the dashboards