PARKER DEWEY

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# Quickbooks Micro-Internship Faculty Guide

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## Educator FAQ's

**What are Micro-Internships?**

Micro-Internships are paid ~10 hours of work-based learning that mirror real world entry level accounting work hosted by Intuit in partnership with Parker Dewey.

**How many of my students can participate in a Micro-Internship?**

We currently have spots for up to 5 students per faculty member who has earned their Accounting Futures Badge.

**Can my students do more than one Micro-Internship?**

Due to the limited number of Micro-Internships available, we only have the ability to support a student completing 1 Micro-Internship per semester.

**How many Micro-Internships can my students apply to?**

Students can apply to multiple Micro-Internships but may only be selected for one.

**How does timing work?**

For Fall 2026, applications will remain open, with the first batch of Micro-Internships starting November 2. Additional batches will be posted later in the term, and all fall deliverables must be completed by December 11. Each Micro-Internship is approximately 10 hours of work, so students should plan for roughly two weeks to complete it.

For Spring 2027, Micro-Internships will be available 1/18, and all deliverables must be completed by 5/7.

**Are these Micro-Internships hosted by firms?**

These Micro-Internships were developed in partnership with firm owners who mirrored work produced by their entry level hires. Beginning in Fall 2027, we anticipate firms will also be hosting a number of Micro-Internships in addition to the ones Intuit currently offers.

**Who issues the payment to the students?**

Parker Dewey will issue payment to the student directly within 2 weeks of successful completion of the Micro-Internship. More information about student payments can be found here.

**What are the student deliverables?**

Deliverables vary by Micro-Internship, and are listed in the description & outputs section of each Micro-Internship offered. Some examples include: Vendor Bill Processing and Accounts Payable Review, Financial Health and Three-Statement Review, etc.

**Do students need to have access to QuickBooks Online to complete the Micro-Internships?**

Yes, and as the educator, you are able to set up your students with free QBO access by logging into the QuickBooks Educator Portal, and granting your students free QBO accounts.

**What if students have questions during their Micro-Internship?**

Micro-Internships are part of the Accounting Futures Program and are designed as an extension of your classroom, so students should bring accounting and judgment questions to you the way they would any coursework. Part of what these projects assess is whether a student can work through ambiguity and ask a well-framed question instead of guessing, so coaching them on how to approach a problem is more useful than handing them the answer. For anything outside the accounting itself, including QuickBooks Online access issues, project scope or deliverable questions, deadlines, or payment, students should contact Parker Dewey at support@parkerdewey.com.

**Are international students eligible?**

Yes. International students who are 18 years of age or older and currently enrolled at a U.S. higher education institution may participate if they have appropriate U.S. work authorization for the paid engagement (for example, CPT, OPT, or another valid work authorization). Students should confirm with their international student office or DSO that their authorization covers the Micro-Internship before accepting a project.

**Can students earn academic credit?**

That is up to the educator & the institution on if they determine these Micro-Internships qualify for credit.

**Do I need to be an accounting professor for my students to apply?**

Any accounting professor, faculty member currently teaching an accounting course, or assigned faculty advisor of an accounting club or student organization, who has earned their Accounting Futures Educator Badge.

**How will my students receive the $225 payment?**

Our partner, Parker Dewey, pays students directly - no funds flow through you or your institution, and there's nothing for you to administer. Students will receive payment details after completing their project.

**How can I support my students with Micro-Internships?**

Eligible students can begin applying for Micro-Internships. Please direct your students to the student page to create an account and add essential information to access the projects.

## Faculty / Facilitator Notes

**Before a student begins:** Confirm QBO access and the two required credentials. Students start with a blank QBO company, complete the Core Build, and should not begin project-specific setup until the Core checkpoint ties. Import files are already CSVs; if an import is unavailable, use the documented manual-entry fallback with the same source data.

**During the project:** Coach accounting and judgment questions without steering students to the answer key. Facilitator keys show the expected path; where more than one treatment is reasonable, credit an evidence-supported alternative that follows the project rules and is applied consistently and clearly explained.

**Questions and completion:** For QBO access, scope, deadlines, or payment, contact Parker Dewey at support@parkerdewey.com. For a QBO issue, include a screenshot or error message and the steps taken. Students should submit the listed deliverables and post-program evaluation.

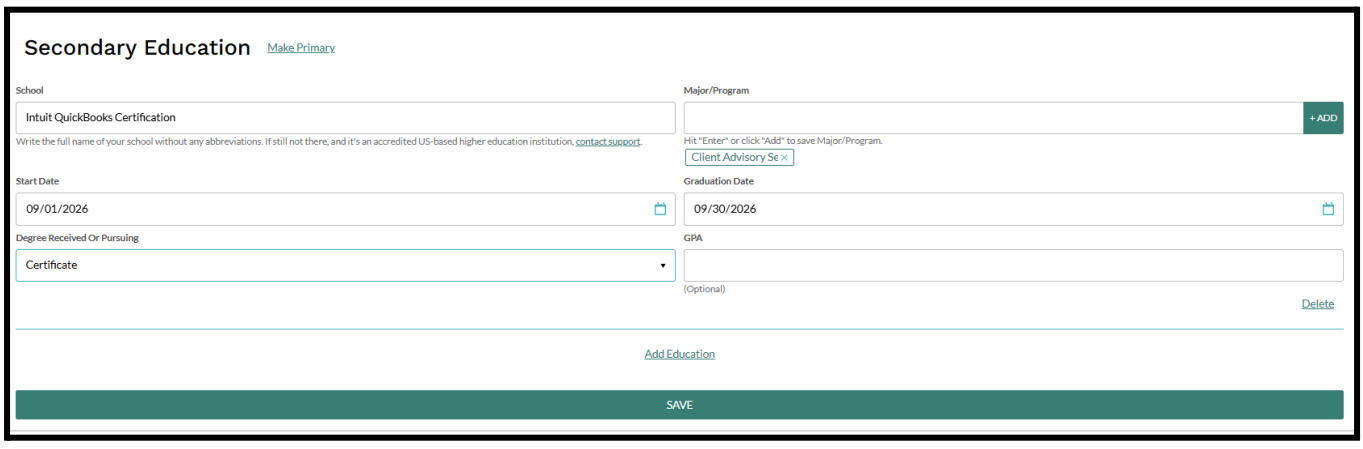
## Student Instructions

You're encouraged to share the program page with your students, which outlines more about the Quickbooks Micro-Internship Program and how they can get started. Eligible students should follow the steps below to access the projects.

**Student Next Steps:**

1. **Complete the training:** Complete the Client Advisor Services Foundation Badge and Intuit QuickBooks Certification Level 1.
2. **Create your account:** Launch your journey to paid, professional Micro-Internships by signing up and completing your Parker Dewey profile.
3. ***Add your QuickBooks training and school information to your profile:** Keep your current college/university listed in Education. Add "Intuit QuickBooks Certification" as an additional school, and list the badge(s) and certification(s) you have completed.
    a. Once your profile has been created, click on your name.
    b. Next, click on "Profile"
    c. Add Intuit QuickBooks Certification as a School in your Education section. This can be under Secondary Education below your college/university. Do not replace or remove your actual college/university listing.
    d. Add "QB Level 1 Certification Badge" or "Client Advisory Services Badge" as your Major
    e. Enter the dates you spent completing your certification.
    f. Click "Save" to successfully complete this step.
4. **Review opportunities:** Discover projects shaped by real accounting firms doing the kind of work you'll do on the job. Apply to the projects that interest you.
5. **If selected, complete the project:** You will complete an approximately 10-hour project by the posted deadline and receive $225 after successful completion. You will start with a blank QuickBooks Online company, complete the Core Build first, and then follow the project-specific setup instructions. Files intended for QBO import are already supplied as CSVs and can be imported directly. PDFs and Google Docs are source/reference materials unless the instructions specifically say otherwise. If an import option is unavailable in your Education QBO account, use the manual-entry fallback with the same source data. After project completion, submit the post-program evaluation.

*Step 3 is the key to "unlocking" Quickbooks Micro-Internships. Students will not be able to view or apply to these projects without completing this step (image below).



## Project Application Questions

Once a student has created their Parker Dewey profile, kept their current college/university listed in Education, and added Intuit QuickBooks Certification to their Education section, they will be able to apply for the Micro-Internships. The QuickBooks Micro-Internship applications will all include the required application questions below. You are encouraged to support your students as they develop their responses, just as you would with other professional endeavors.

1. Who is your Intuit Credentialed Professor and what is their email address? In order to be eligible, your professor has to have completed the Accounting Futures Badge (https://share.articulate.com/uQ5jhCdoCkc3BVjlchutJ) to be a part of this program. It is a 30-min self-paced training for them to unlock this opportunity for their students.

2. What college or university are you currently enrolled in? Please provide the full institution name.

3. Which accounting coursework have you completed? For example: Financial Accounting I, Financial Accounting II / Intermediate I, Managerial, AIS, Audit, Tax. Plus "in progress this term."

4. What hands-on experience do you have with Accounting tools/software?

5. Outside of certification coursework, what's the most involved thing you've done in QuickBooks Online? Name the specific reports or functions you used.

6. Rate your comfort with: recording journal entries · reading an income statement and balance sheet · bank reconciliation · accounts payable/receivable (Not yet / Learning / Comfortable / Could teach it).

7. Anything else we should know about why you would be a great fit for this Micro-Internship?

8. Why do you want a Micro-Internship in accounting, and what kind of work interests you most? (bookkeeping, advisory, tax, analysis).

9. Paste the full public Credly URL for both your QB Level 1 Certification Badge and your Client Advisor Services Badge. Make sure each badge is set to public, and also add the certifications to your Parker Dewey profile.

10. What is the name of your college or university?

# Project Descriptions

Students will be able to apply for any of the following five projects:

**PROJECT 1:** Financial Health and Three-Statement Review

**QuickBooks setup and files:** You will start with a blank QuickBooks Online company. Begin with the Core Build materials and complete the Core checkpoint before starting the project-specific setup. Files intended for QBO import are already provided as CSVs. PDFs and Google Docs are reference/source documents unless the instructions specifically say otherwise. If an import option is not available in your Education QBO account, follow the manual-entry fallback in the Setup Instructions using the same source data.

**Description:**
Understanding financial statements is an essential accounting skill, but the value comes from explaining what the numbers mean. Review the assigned company's QuickBooks records and prepare an executive-friendly financial health assessment for the accounting firm to discuss with its client.
Look across the Balance Sheet, Profit & Loss, and Statement of Cash Flows to identify the most important takeaways. Be clear about what the numbers show and where you would need more information before drawing a conclusion. Use AI to challenge interpretations or client questions, then validate those suggestions against the accounting evidence.

**Deliverables:**

- Generate and customize the three financial statements in QuickBooks Online for consistent periods. Calculate four assigned ratios and identify 3-5 important financial observations supported by specific QBO evidence.
  Trace two meaningful account or transaction changes across the relevant financial statements and explain the accounting relationship.
- Use AI as a second set of eyes on your analysis. Include an example of where it helped and one where you disagreed with or modified its suggestion based on the accounting evidence.
- Prepare a 4-5 slide Client Review Pack with a 1 slide executive summary, concise visuals/QBO screenshots, the two statement-impact examples, and 2-3 questions leadership should explore next.
- Submit supporting QBO reports, a 1-page Source Sheet, and a 1-page AI Disclosure Form.

**Project Boundary**
Focus on the assigned reporting period. Do not turn the project into competitor benchmarking or a long-range forecast.

**PROJECT 2:** Vendor Bill Processing and Accounts Payable Review

**QuickBooks setup and files:** You will start with a blank QuickBooks Online company. Begin with the Core Build materials and complete the Core checkpoint before starting the project-specific setup. Files intended for QBO import are already provided as CSVs. PDFs and Google Docs are reference/source documents unless the instructions specifically say otherwise. If an import option is not available in your Education QBO account, follow the manual-entry fallback in the Setup Instructions using the same source data.

**Description:**
Accurate Accounts Payable work combines source-document review, accounting classification, QuickBooks execution, and error detection. Review a bounded set of vendor bills, determine the appropriate treatment, enter the supported bills in QuickBooks Online, and assess the resulting payable position. Before posting, verify the vendor, account classification, dates, payment terms, amount, and available support. Do not guess when information is missing. After entry, use QBO reports to quality-check the work, identify exceptions, and explain how selected bills affect the financial statements. Use AI as a second reviewer and validate its suggestions before relying on them.

**Deliverables:**
- Review and enter 8-10 vendor bills in QuickBooks Online using the supplied source information.
- Verify vendor information, expense/asset classification, bill and due dates, payment terms, amounts, and supporting documentation; flag duplicates, missing information, or questionable coding and state any assumptions.
- Generate the A/P Aging and Vendor Balance Detail and use them to complete an A/P Review Log with no more than five priority exceptions.
- For two bills, explain what happens to the Balance Sheet and Profit & Loss when the bill is recorded and what changes when it is paid, including the cash-flow effect.
- Use AI to review a few of your classifications or exceptions, then note where its input was useful and where your own review led you to a different conclusion.
- Prepare a 5 slide A/P Review Pack with a 1 slide executive summary, the Review Log, one client follow-up message, and a short internal manager note. Submit supporting QBO evidence, Source Sheet, and AI Disclosure Form.

**Project Boundary**
Do not create unsupported corrections simply to make the records look clean. Flag items requiring documentation, approval, or additional context.

**PROJECT 3: Client Billing, Invoice Preparation and Accounts Receivable Review**

**QuickBooks setup and files:** You will start with a blank QuickBooks Online company. Begin with the Core Build materials and complete the Core checkpoint before starting the project-specific setup. Files intended for QBO import are already provided as CSVs. PDFs and Google Docs are reference/source documents unless the instructions specifically say otherwise. If an import option is not available in your Education QBO account, follow the manual-entry fallback in the Setup Instructions using the same source data.

**Description:**
Accurate client billing starts before an invoice is created. Review a set of engagement summaries, determine what can be billed based on the information provided, identify missing or inconsistent details, and prepare the supported invoices in QuickBooks Online.

After creating the invoices, quality-check the billing and resulting Accounts Receivable. Use accounting knowledge to explain what happens when earned services are invoiced and when the customer later pays. Use AI to review selected billing details or communication, but validate every suggestion against the engagement information and QBO records.

**Deliverables:**
Review 6-8 engagement summaries and determine the supported client, service description, amount/rate, invoice date, payment terms, and any information that must be clarified before billing.

- Create the supported invoices in QuickBooks Online and verify the resulting customer balances.
- Review billing information to identify missing information, inconsistencies, potential duplicate billing, or other items that should be resolved before an invoice is sent.
- Generate the A/R Aging and Customer Balance Detail and identify the 2-3 receivable items that deserve the most attention.
  For two examples, explain the accounting effect when the invoice is recorded and when payment is received, including Accounts Receivable, revenue, cash, and cash flow including the impact of undeposited funds.
- Before finalizing the work, use AI to pressure-test selected billing decisions or client communication. Briefly explain anything you changed as a result, or why you chose not to.
- Prepare a 4-5 slide executive-facing Billing & A/R Review Pack plus one client question/message. Submit exported invoices/QBO evidence, Source Sheet, and AI Disclosure Form.

**Project Boundary**
If the engagement information does not support an invoice, the correct outcome is to identify the missing information and ask the right question rather than make an assumption.

**PROJECT 4:** Chart of Accounts Cleanup and Reporting Review

**QuickBooks setup and files:** You will start with a blank QuickBooks Online company. Begin with the Core Build materials and complete the Core checkpoint before starting the project-specific setup. Files intended for QBO import are already provided as CSVs. PDFs and Google Docs are reference/source documents unless the instructions specifically say otherwise. If an import option is not available in your Education QBO account, follow the manual-entry fallback in the Setup Instructions using the same source data.

**Description:**
Chart of Accounts cleanup is common bookkeeping support, but a change should be based on accounting treatment and actual use rather than appearance alone. Review the assigned Chart of Accounts in QuickBooks Online and prepare a focused cleanup recommendation.

Identify accounts that may be duplicated, inactive, inconsistently named, incorrectly typed, or otherwise worth investigating. Use the relevant QBO reports to understand each account before recommending a change. Explain how selected classification decisions affect financial reporting and use AI to challenge your recommendations before finalizing them.

**Deliverables:**
- Review the Chart of Accounts, Balance Sheet, Profit & Loss, and selected account activity in QuickBooks Online.
- Based upon your review of the Chart of Accounts, select 5-7 accounts for review and recommend whether to keep, rename, merge, deactivate, reclassify, or investigate each one further.
- For each recommendation, provide the QBO evidence, accounting rationale, expected reporting impact, and whether client/manager approval or more information is required.
- For at least three accounts, explain how the account type/classification affects where activity appears in the financial statements.
- Use AI to get a second opinion on a few of the accounts you reviewed. Where its recommendation differs from yours, decide which approach is better supported by the QBO evidence and explain why.
- Prepare a 4-5 slide Chart of Accounts Cleanup Pack with a 1 slide executive summary, prioritized recommendation table, and short internal manager note. Submit supporting QBO evidence, Source Sheet, and AI Disclosure Form.

**Project Boundary**
Keep the scope to the assigned accounts and beginner-level bookkeeping concepts. Do not recommend structural changes that require tax, legal, or industry-specific expertise.

**PROJECT 5:** Month-End Transaction Review and Reconciliation Preparation

**QuickBooks setup and files:** You will start with a blank QuickBooks Online company. Begin with the Core Build materials and complete the Core checkpoint before starting the project-specific setup. Files intended for QBO import are already provided as CSVs. PDFs and Google Docs are reference/source documents unless the instructions specifically say otherwise. If an import option is not available in your Education QBO account, follow the manual-entry fallback in the Setup Instructions using the same source data.

**Description:**
Reconciliation and transaction matching are recurring month-end QuickBooks activities. Review one month of bank or credit-card activity, use QuickBooks Online to match supported transactions, and prepare the account for reconciliation without forcing unsupported adjustments.

Investigate missing, duplicated, uncleared, incorrectly dated, or potentially misclassified items. Apply the accounting rule before deciding whether something is wrong in QuickBooks. Use AI to help organize exceptions or draft follow-up questions, then validate the output against the statement/source file and the QBO record.

**Deliverables:**
Upload/import the assigned one-month bank or credit-card transaction file into QuickBooks Online and review no more than 40 transactions.

- Match or categorize supported activity and document missing, duplicated, uncleared, incorrectly dated, or potentially misclassified items in a Reconciliation Review Log.
- Complete the reconciliation/preparation steps supported by the available evidence and document any remaining difference rather than creating unsupported adjustments.
  For up to three exceptions (e.g., missing, duplicated, incorrectly dated, or potentially misclassified activity), explain the accounting treatment and potential Balance Sheet, Profit & Loss, and/or cash-flow impact.
- Use AI to challenge the exception analysis or generate follow-up questions, and include an example of where your judgment mattered.
- Prepare a 5 slide Month-End Review Pack with a 1 slide executive summary, the Review Log, a short client information request, and an internal manager note. Submit the relevant QBO reconciliation/report evidence, Source Sheet, and AI Disclosure Form.

**Project Boundary**
The goal is to leave the account ready for a manager to review. If something can't be reconciled with the available information, identify the issue rather than creating an adjustment to force it to balance.