



## QuickBooks Online Accountant

### 1 Day Training Course

#### QBOA Practice Management

1. Adding the QBO clients
  - a. Wholesale billing Vs Client discount
  - b. Adding users on QBO
  - c. Adding Practice members
  - d. Managing Work
    - Projects
    - Requests
    - Tasks

#### QBO End User Steps and Processes

1. Navigation and configuration
  - a. Left navigation and Quick Create
  - b. Settings and Tools
2. Banking
  - a. Connecting your bank
  - b. Review/In QuickBooks and Exclude tabs
  - c. Adding, Matching and transfer
3. Sales Centre: Processing
  - a. Types of transactions
  - b. Adding Customers and Products
4. Expenses
  - a. Types of Expenses
  - b. Adding Suppliers
5. Employees
  - a. Adding employees
  - b. Entering Time sheets (Single/weekly)
  - c. Adding Timesheets to invoices
6. VAT
  - a. Setting up VAT
  - b. Adding new VAT (Agencies and rates)
  - c. Preparing VAT returns and recording payments
7. Accounting
  - a. Viewing Charts of Accounts
  - b. Creating/ Editing Charts of accounts
  - c. Reconciling

8. My Accountant
  - a. Inviting your Accountant
9. Reports
  - a. Running Company reports
  - b. Customising and saving your reports
10. Other Transactions
  - a. Journal entries
  - b. Inventory Adjustments
  - d. Bank deposits and Transfers

## QBOA Tools

1. Reclassification
  - a. Transactions
  - b. Classes
2. Writing Off function
3. Journals
  - a. Accountant Vs User Functions
  - b. Take on balances structures
4. Closing off books
  - a. Effect of processing transaction for prior years
  - b. Update in the dates
5. Accountant Reports and tools
6. QBOA Account Profile and Feedback

## FAQ / Troubleshooting

Assessment – online certification

