

## QuickBooks Online

### 2 Day Training Course

*This comprehensive 2-day course covers the very basics of QuickBooks Online right up to some of the more advanced functionality included in the cloud solution. Over and above a general product overview demonstration, we'll help you set up your company, perform key transactions and show you how to draw performance insights from your financial data.*

*Working in QuickBooks Online will be a breeze!*

### Course outline:

1. Navigation and configuration
  - Left navigation and Quick Create
  - Settings and Tools
2. Banking
  - Connecting your bank
  - Review/In QuickBooks and Exclude tabs
  - Adding, Matching and transfer
3. Sales Centre: Processing
  - Types of transactions
  - Adding Customers and Products
4. Expenses
  - Types of Expenses
  - Adding Suppliers
5. VAT
  - Setting up VAT
  - Adding new VAT (agencies and rates)
  - Preparing VAT returns and recording payments
6. Accounting
  - Viewing Charts of Accounts
  - Creating/ Editing Charts of accounts
  - Reconciling
7. My Accountant
  - Inviting your Accountant
8. Reports
  - Running Company reports
  - Customising and saving your reports
9. Other Transactions
  - Journal entries
  - Statements
  - Inventory Adjustments
  - Bank deposits and transfers

