



QuickBooks Online Day 1



Intuit QuickBooks Online

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live

Overview

Get started using QuickBooks online. In this course you will set up your QB Online file and use it to create all the basic small business accounting transactions—invoices, sales receipts, credit memos, payments, credits, estimates. We will cover “Accounting 101” basics so you are up to speed on what is happening behind the scenes: cash vs accrual, general journal entries, financial statements. Learn how to record expenses using checks and debit/credit cards.

Course Contents

Getting Started and Setting Up

- What edition of QuickBooks Online is right for you?
- Setting up your company
- Online banking setup
- Credit card setup
- Importing from QuickBooks desktop editions
- Importing from Excel
- Moving around and finding what you need...fast

Accounting and Financial Statements

- Really understand your financial statements
- Set up the chart of accounts
- Set up and use subaccounts
- Change and fix the chart of accounts
- Cash vs. Accrual accounting
- Use general journal entries
- “Collapse” financial statements

Sales Transactions

- 4 ways of recording sales and choosing the one that’s right for you
- Estimates/proposals
- The invoicing cycle
- Invoicing for billable time and/or expenses
- Cash/sales receipts



- Receiving payments and making deposits
- Delayed charges
- Credit memos
- Customer statements
- The income lists and sales reports

Expense Transactions

- When you should and should not track accounts payable (enter and pay bills)
- Checks (printed and hand-written)
- ATM withdrawals and electronic fund transfers
- Debit card and credit card charges
- Vendor credits
- Expense list and other expense reports

Special Transactions

- Online Banking:
 - Learn when and how to “add”, “match” and “exclude”
 - Process downloaded transactions, tips and tricks to save you time, bank reconciliation, fix errors and locate discrepancies.
- Bank reconciliation and find reconciliation errors
- Handle customer down payments/deposits
- Void vs. delete a check
- Handle bounced checks (NSF)
- Write off bad debt (including small underpayments)
- Track Petty Cash

Tips & Tricks

- Special browser tricks to speed up data entry
- Clean up lists (delete, hide and merge)

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



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