



QuickBooks Online Accounts Training

- **How to Set Up QuickBooks Online**
- **Navigate through and identify everything on the QuickBooks Online Screen**
- **Enter / Record every type of transaction that every Company could need using QuickBooks Online**



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Getting started in QuickBooks Online

Aim: This online course aims to provide Learners with a basic knowledge of navigating QuickBooks Online and to set up and maintain a computerised bookkeeping system.

Session One:

- Overview of QuickBooks Online (QBO) and getting started
- Migrating from QuickBooks Desktop – what are the limitations?
- Adding Company Information and Software Defaults
- Creating and editing Customer Accounts
- Setting up product items and services
- Raising Invoices, Credit Notes and Customer Statements

- Creating and editing Supplier Accounts
- Entering Supplier Invoices and Credit Notes

Session Two:

- Editing and maintaining the Nominal Ledger
- Bank Accounts, Undeposited Funds and Petty Cash
- Importing transactions direct from your Bank
- Entering Customer and Supplier payments
- Processing Sales Receipts and recording Expenses
- Prepare reports in QuickBooks Online

Session Three:

- Creating a VAT return
- VAT Payments and VAT refunds
- Bank Reconciliations
- Reporting in QuickBooks online
- Features in QuickBooks Online

There will be a Q and A opportunity at the end of each session.

Outcome: Upon successful completion of this course learners will be able to use the basic functions to operate QuickBooks efficiently.

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The Intuit QuickBooks logo consists of a green square with a white 'qb' inside, followed by the word 'intuit' in a small, grey, lowercase font, and 'quickbooks.' in a larger, bold, black, lowercase font.



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