QuickBooks Online
Daily Processing

General Outline

QuickBooks Online is a powerful accounting tool for managing the finances of your business. You'll learn how easy it is to enter transactions and payments, reconcile your bank accounts and view and output important reports.

You can bring along any specific problem areas relevant to your situation to this course.

The relatively small class sizes allow you to ask your trainer questions that are specific to the setting up of your business and its day-to-day management of your business finances.

Detailed Course Content

♦ Get used to and navigate **QuickBooks Online screen**.

♦ Set up, check and create:
  ⇒ Bank & credit card accounts.
  ⇒ Chart of accounts.
  ⇒ Items, products and services.
  ⇒ Bank feeds.
  ⇒ Projects.
  ⇒ Class and location tracking.

♦ Create **customer invoices** and enter **sales payments**.

♦ Enter **supplier bills** and create **batch payments**.

♦ Use **electronic filing** to store supplier invoices, personnel records, etc.

♦ Use **time-saving shortcuts** to **automate transaction coding**.

♦ **Void** transactions and create **credit notes and refunds**.

♦ Use shortcuts and **recurring transaction** features.

♦ Reconcile bank accounts with live feeds and see **QuickBooks intuitive features to code transactions in bulk**.

♦ Create simple and complex **bank rules** to save time.

♦ **Print/download reports** (P&L, Balance Sheet, BAS, etc).

♦ State 'where to go' to enter transactions **specific for your business or workplace**.

♦ Work with **payroll**, including setting up STP and employees, **process pay runs**.

♦ Report and pay **superannuation**, manage timesheets and leave requests.

♦ **File pay runs** with the ATO.

♦ Complete your **BAS** and lodge it with the ATO.

Delivery & Duration

♦ 1 day public course, **OR**
  1 x 3-hour online session **OR**
  Closed / Onsite

♦ For rates and dates, visit:
  classtraining.com.au/coursedates/31-quickbooks-online-daily-processing

Prerequisites

Attendees should be familiar with using a Windows PC.

Public Course Includes*

♦ Computer for hands-on skills.

♦ Extensive training manual.

♦ Refreshments.

♦ Certificate of attendance.

♦ After-course support.

♦ Free refresher course.

Inquire re details.

How to Book

♦ Phone: **(02) 6041 2711**

♦ Email:
  office@classtraining.com.au

♦ Book online:
  classtraining.com.au/coursedates/31-quickbooks-online-daily-processing

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