Onsite Training is Available

Need QuickBooks **Desktop** Training? Want us to provide any version of QuickBooks training **at your site**?

We also provide on-site training which can be **tailored to your organization's requirements**.

For additional information or registration, please call **770.498.7333** or visit http://www.probiztechnology.com/c_quickbooks_training_atlanta.htm.

QuickBooks Online Training (2 Days)

Please bring your laptop to this class. We will provide a student version of QuickBooks Online for your use.

Course Objectives:

1. Understand the features of your QBO Subscription.
2. Import Data.
3. Set Up A New Company.
4. Record Sales, Revenue, Expense and Purchase Transactions
5. Create Reports.
6. Active QuickBooks Payments
7. Setup QuickBooks Online Payroll
8. Run QuickBooks Payroll Reports

Phoenix Computer Consultants, LLC
1100 Peachtree Street | Suite 200 | Atlanta, GA 30309
training@probiztechnology.com [email]
Call **770.498.7333** or Click Here for Information
2-Day QuickBooks Online Training – Atlanta, GA

QuickBooks Online – Day 1

Module 1: Getting Started

Topic 1: Product Overview
a. Know the Features of Your QuickBooks Online Subscription

Topic 2: Importing Data
a. Identify Steps to Import Data into QuickBooks Online

Topic 3: Setting Up Your Company
a. Recognize the Steps to Set up and Modify Lists and Users
b. Recognize the Steps to Manage Company Settings

Module 2: Navigating QBO

Topic 1: Best Practices
a. Identify Best Practices when Using QuickBooks Online

Topic 2: Navigating
a. Company Home Page
b. Customer Center

c. Vendor Center
d. Transactions Tab
e. Quick Create

Module 3: Recording Transactions

Topic 1: Sales & Revenue Transactions
a. Determine the Appropriate Sales-Related Settings
b. Recognize Alternative Entry Points for Entering Sales Transactions

Topic 2: Expense & Purchase Transactions
a. Determine Appropriate Expense-Related Settings
b. Recognize Alternative Entry Points for Entering Purchasing Transactions

Topic 3: Additional Transaction Types
a. Identify Additional Transactions Initiated Using the Quick Create Menu

Topic 4: Other Tools

About Your Instructor:

These QuickBooks® classes are taught by a tech-savvy accountant. You not only learn the technical side of QuickBooks®, you also learn fundamental accounting practices. Your instructor is an Intuit Certified ProAdvisor in QuickBooks Desktop, QuickBooks Enterprise and QuickBooks Online.

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QuickBooks Online - Day 2

Module 4: Reporting

Topic 1: The Benefits of Reporting
a. Introduction to Reporting

Topic 2: Reporting Capabilities
a. QuickBooks Online Simple Start: 20+ Reports
b. QuickBooks Online Essentials: 40+ Reports
c. QuickBooks Online Plus: 65+ Reports
d. Common Report Settings
e. Browser Settings
f. Printing Wide Reports

Topic 3: Reporting Methods
a. Grouped Reports
b. The Report Dashboard
c. Business Overview
d. Manage Accounts Receivable
e. Review Sales
f. Manage Accounts Payable
g. Review Expenses and Purchases
h. Manage Payroll
i. Manage Sales Tax
j. Manage Products and Inventory
k. Accountant
l. List Reports
m. My Custom Reports
n. Export Reports
o. Send Reports
p. Redesigned Reports

Module 5: Expanding Usability

Topic 1: Payments
a. Activate QuickBooks Payments
b. ID the Functionality of QuickBooks Payments
c. Features of Online Invoices
d. Steps to Use the Invoicing Portal

Topic 2: Payroll
a. Identify Intuit's Payroll Offerings Integrate with QuickBooks Online
b. Identify the Steps to Setup QuickBooks Online Payroll
c. Identify Payroll Reports in QuickBooks Online Payroll

Topic 3: Intuit App Center
a. Benefits of Intuit Approved Add-Ons
b. Steps to Find, Purchase and Access QuickBooks Online Add-ons

Our Locations:

Midtown Location:	**Buckhead Location:**
Friday and Saturday Sessions	*Friday Sessions*
1100 Peachtree Street	3355 Lenox Road
Suite 200	Suite 750
Atlanta, GA 30309	Atlanta, GA 30326

For additional information or registration, please call **770.498.7333** or visit http://www.QuickBooksTrainingAtlanta.com.