



## QuickBooks

Duration: 2 Months

### Module 1 INTRODUCTION

- Introduction to QuickBooks online
- Navigating QuickBooks online
- Company file set up
- Sales tax setup
- Using Tax center

### Module 2 ONLINE BANKING

- Importing data
- Customers import
- Products and services
- Online Banking
- Linking bank accounts and import bank transactions
- Creating and managing Quotes

### Module 3 OTHER FEATURES

- Receiving payment of invoices
- Expense transactions
- Bills
- Paying Bills
- Recurring transactions
- Edit and delete transactions
- Class & Location Tracking
- Partial purchase order
- Pay down credit card
- Inventory Quantity adjustment
- Customer statement
- Bank transfer
- Bank deposits
- Advanced payment
- Credit card transactions
- Purchase bill & pay bills
- Budget
- Projects
- Bank Reconciliation
- Managing GST
- Audit Log
- Access to accountant

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