



# Introduction to QuickBooks Online

## **Audience**

For anyone who needs to use QuickBooks Online on a daily basis or is considering migrating to QuickBooks in the near future.

## **Outcomes**

You will be able to accurately process all the money coming in or leaving the organisation and produce an array of financial statements.

## **Course Content**

- Navigating around QuickBooks Online
- Company, sales, purchasing and account settings
- Job or project costings
- Estimates, invoices and statements
- Receiving payments and chasing debtors
- Client and supplier lists
- Expense claims and making payments
- Reconciling bank transactions
- Running financial reports

## **Duration**

1.5 hours with lots of hands-on practical exercises

## **Price**

£155 including Laptop hire

