



QuickBooks Online

This QuickBooks Online course provides essential, interactive training on how to use this popular online computerised accounting package. It is designed for those who already have an understanding of manual bookkeeping processes.

IS THIS COURSE FOR YOU?

This is a must-do course for anyone wanting to enhance their career in accounts in roles such as Accounts Assistant, Finance Assistant, and Bookkeeper. It would also benefit business owners who manage their own financial records.

Getting to grips with QuickBooks Online will help you impress potential employers, and you'll have skills that are immediately applicable to the workplace.

Prior experience and understanding of manual accounting procedures are necessary and preferably some experience in a desktop computerised accounting package.

ABOUT THIS COURSE

QuickBooks is a renowned online accounting program, used regularly in businesses across the globe.

During this interactive course, you'll be guided through QuickBooks set-up and maintenance, products, sales, purchases, invoices and more.

Our training is flexible, so you can study in one of our Pitman training centres or from home / work. You'll learn at a pace that suits you using the interactive audio and visual instruction.

No matter how you choose to study, you'll have the full support and encouragement of our Pitman centre team throughout your training.

Once you've completed the course, you will have confidence in your ability to use this popular accountancy software.

Key Features at a Glance:

- **Dynamic, interactive audio and visual instruction;**
- **Exercises to assist you in consolidating your learning;**
- **Additional exercises to enhance your knowledge and simulate a workplace environment;**
- **Proven course content that can lead to QuickBooks Certified User (QBCU) certification, if desired.**

COURSE CONTENT

There are five domains within the course and information on what is covered is as follows:

Domain 1 – QuickBooks Online Administration, Set Up QuickBooks Online, Manage Company Settings, Manage Lists, Manage Recurring Transactions, Journal Entries and Connect QuickBooks Online to Apps.

Domain 2 – Sales and Money In, Set Up Customers, Set Up Products and Services, Manage Sales Settings, Record Basic Money-In Transactions.

Domain 3 – Vendors and Money Out, Manage Vendor Records, Manage Expense Settings, Record and Manage Basic Money-Out Transactions.

Continues over the page...



Domain 4 – Bank Accounts, Transactions Rules, and Receipts, Implement Financial Account Connections, Manage Bank Feeds and Receipts.

Domain 5 – Basic Reports and Views, Content and Purpose of Reports, Customise and Deliver Standard Reports, Access Other Reports and Views.

AIMS AND OBJECTIVES

The objective of this course is to give you the knowledge and confidence to record and carry out bookkeeping processes using QuickBooks.

There is also the opportunity to gain the QuickBooks Certified User certification. This will need to be arranged separately. Our Course Advisors can advise more on this should you wish to undertake this certification.

PRE-REQUISITES

Before starting this course, we recommend that you already have a good, working knowledge of manual bookkeeping processes and preferably Sage. You should also have some experience using common office programs such as Word and Excel.

CAREER PATH

Every business needs knowledgeable people to process the daily financial transactions and ensure everything is logged and recorded accurately. This course can help you gain roles such as Accounts Assistant, Finance Assistant, Sales Ledger Clerk, and Bookkeeper. From there you could pursue additional training and work towards more senior finance positions such as Assistant Management Accountant, Finance Team Leader, or Assistant Finance Manager.

COURSE DURATION: 10-12 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 10

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, please speak to one of our Course Advisors.

