

# QUICKBOOKS® ONLINE TRAINING



## QUICKBOOKS® ONLINE

Developed specifically for beginners, the course provides a practical hands on approach to learning the features and the functions available to users online.

For more information, visit: [www.georgiasbdc.org](http://www.georgiasbdc.org)

QuickBooks® Online is fast becoming one of Intuit's primary products as it allows users to access data anytime and anywhere. This new 7-hour course is designed in support of the new and improved 2015 QuickBooks® Online version. The course will cover the following topics:

- **ACCOUNTING PRINCIPLES OVERVIEW**

An overview of general accounting concepts and methods helps users get the most useful information from their QuickBooks program.

- **NEW COMPANY SET UP**

Learn to manage the chart of accounts, and set up customers, vendors and other common accounts.

- **RECORDING DAILY TRANSACTIONS**

Create service, inventory and non-inventory items, record daily transactions including purchase orders, receiving inventory, invoicing, receiving payments, making deposits, writing checks and credit card transactions and much more.

- **REPORTS**

This section reviews the report center and all the financial reports available together with the new Insight feature which monitors key performance indicators. Data file storage and maintenance will also be covered.

*Space is very limited. Register NOW!*

**\$199**

**Wednesday  
Sept. 16, 2015  
8:30am-4:30pm**  
*lunch is included*

The UGA Small Business  
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