

QUICKBOOKS ONLINE 101

Our QuickBooks Online (QBO) 101 class focus on educating the QBO User on how to navigate through the cloud-based accounting software to track their business performance.

Here is what you will learn:

Module One: Let's get started! – This workshop will assist with navigating the QB menu, understanding company preference, establishing a Chart of Accounts, and other company set-up.

Module Two: I have a Clients, Now What! (Money In) – Learn how to set-up and maintain client information; create and email invoices; use the Class feature and record deposits via cash, checks, & credit cards.

Module Three: Paying Vendors! (Money Out) – Learn how to set-up and maintain vendor information; enter bills and bill pay; write checks; enter cash transactions and credit cards and prepare 1099.

Module Four: R&R: Reconcile and Reports - Are we in the **BLACK** or the **RED**! Learn how to set-up online bank, statement reconciliation, prepare month end reports and set up customized reports.

Register today for \$225 (\$275 at the door) for date below:

Dates: Thursday 5/30/19

Time: 9am - 1pm (lunch is included)

Location: The First Foundation Bank at 301 N Lake Ave #100 – Pasadena, 91101 – **BRING YOUR LAPTOP!**

To register, go to www.pieincaccounting.com, select training, class date and enter your information.

If you have any questions, please contact us.



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