AMERICA'S SBDC CALIFORNIA
ORANGE COUNTY INLAND EMPIRE NETWORK

INLAND EMPIRE
Small Business Development Center

Introduction to QuickBooks Online Webinar Series

Join us for a three part webinar series that is designed for new and prospective QuickBooks Online (QBO) users who have questions about key processes and software functions. We will cover the key features of the accounting software and how to implement them into your overall accounting system.

Class 1 | October 5

1. Benefits of QBO
2. Conversion of Desktop to QBO
3. Subscription Levels
4. Navigating QBO
5. Setting Up Your Books
6. 'Quick Create' Function
7. Navigation Panel

Class 2 | October 12

1. Customize the Chart of Accounts
2. Using these functions:
   - Products & Services
   - Vendor, Expenses & Purchase
   - Customer & Sales Transactions

Class 3 | October 19

1. QBO Payroll
2. Bank Fees & Reconciling
3. Sales Tax
4. Extra Information on Transactions
5. Reporting
6. Expanded Functionality
7. Getting Help

DAY: Mondays
TIME: 2:00 PM-3:30 PM

REGISTER:
https://bit.ly/3ku6ftL

QUESTIONS:
Call Mary, (909) 983-5005

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