



Training of Trainers QuickBooks Online

1:00PM - 4:30PM
Monday, 23 October, 2023

Who Should Attend?

- ✓ Lecturers who are teaching QuickBooks
- ✓ Lecturers who are preparing to teach QuickBooks
- ✓ Trainers at the company



**For Lecturers
& Trainers**

**Khmer Language Only
Free of Charge**

(*) training material and certificate will be provided.



Join Via
ZOOM

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A part of
Program



017 49 31 40
023 23 17 07

Trainer's Profile



Mr. Sambatt Chey

- ✓ Intuit QuickBooks Solution Provider
- ✓ Certiport Solution Provider
- ✓ QuickBooks Desktop Certified ProAdvisor
- ✓ QuickBooks Online Certified ProAdvisor
- ✓ QuickBooks Enterprise and POS Certified ProAdvisor



▶ Course Outline

Topic 1: Introduction to QuickBooks Online

- ✓ Which QuickBooks Online is right for you and your customers
- ✓ QuickBooks Online Packages Available
- ✓ Benefits of using QuickBooks Online
- ✓ Mobile devices and QuickBooks Online

Topic 2: Company File Setup

- ✓ Sales Tax Setup
- ✓ Using the Tax Centre
- ✓ Accounts
- ✓ Managing Users
- ✓ Multi-Currency
- ✓ Importing Data
- ✓ Customers Import
- ✓ Products and Services

Topic 3: Transactions

- ✓ Creating and Managing Quotes
- ✓ Creating and Managing Invoices
- ✓ Receiving Payment of Invoices
- ✓ Customizing Invoices
- ✓ Attachments
- ✓ Expense Transactions
- ✓ Bills
- ✓ Paying Bills
- ✓ Recurring transactions
- ✓ Class and Location Tracking
- ✓ Turning on Class Tracking and/or Location Tracking
- ✓ Partial Purchase Orders
- ✓ Create a Partial Purchase Order

Topic 4: Budgets

- ✓ Budget vs. Actuals
- ✓ Set up Budget Report

Topic 5: Managing Tax

- ✓ QuickBooks Online Helps You to Manage Your Tax
- ✓ Tax Reports Used to Review
- ✓ Revision of Tax
- ✓ Completing the Tax
Tax Exception Detail

Topic 6: Running Reports

- ✓ Profit & Loss / Balance Sheet
- ✓ Customizing Reports
- ✓ Report Groups
- ✓ Automated Reports

