

QuickBooks® Online Introduction and Advanced

Are you considering using QuickBooks Online® (QBO) for your business? Or, maybe you already use it but know that you're not using it to its fullest potential? What's the difference between QuickBooks Desktop® and QuickBooks Online®? For those that are currently using QuickBooks Online®, or thinking of using this program, the Missouri Small Business Development Center at State Fair Community College has put together two classes to help small business owners gain a better understanding of the software.

Part I (introduction) <https://missouri.ecenterdirect.com/events/26377>

- Features, benefits, and summary of file types
- Navigating Home Page/Dashboard, Insights, Setting/Preferences
- Setting up your chart of accounts
- Setting up users
- Creating customers and vendors
- Connecting your bank account to QuickBooks
- Creating customer invoices
- Recording bank deposits
- Entering bills & writing checks

Part 2 (Advanced) <https://missouri.ecenterdirect.com/events/26378>

- Reconciling bank and credit card accounts
- Recording credit card charges
- Inventory set-up and use
- Creating Purchase Orders & Estimates
- Setting up employees, tracking time, and processing payroll
- Reports | Projects
- Sales Tax set-up
- Journal entries

REGISTRATION LINKS:

INTRODUCTION: [HTTPS://MISSOURI.ECENTERDIRECT.COM/EVENTS/26377](https://missouri.ecenterdirect.com/events/26377)

ADVANCED: [HTTPS://MISSOURI.ECENTERDIRECT.COM/EVENTS/26378](https://missouri.ecenterdirect.com/events/26378)

2025 DATES

Introduction- October 7

Advanced- October 14

TIME: 6-9 pm

COST: \$49 per session

LOCATION:

MU Extension Office

Laclede County

186 N. Adams

Lebanon MO 65536

NOTE: Attendees to SBDC's QuickBooks Trainings receive a 30% discount coupon on QB Desktop and QB Online (a perpetual 30% off your monthly online subscription!).



The Missouri SBDC is funded in part through a Cooperative Agreement with the U.S. SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

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