



ROSEBANK
INTERNATIONAL
University College

SHORT
LEARNING
PROGRAMME



345.89

763.89

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Cloud-Based Accounting with QuickBooks Online





COURSE OVERVIEW

Step into the future of accounting with our hands-on course in QuickBooks Online (QBO). Designed for beginners and intermediate users, this programme equips participants with practical skills in cloud-based accounting—from company setup and transaction recording to financial reporting and automation. Learn to manage your business finances efficiently and securely using one of the world's leading accounting platforms.

LEARNING OUTCOMES

By the end of this course, participants will be able to:

- Understand cloud-based accounting fundamentals.
- Set up a company file in QuickBooks Online.
- Manage customers, vendors, products, and services.
- Record financial transactions (sales, purchases, payments).
- Reconcile bank accounts.
- Generate and interpret financial reports.
- Customize and troubleshoot within QuickBooks Online.

COURSE CONTENT

Understanding Cloud-Based Accounting

- Definition and benefits
- Security and cost considerations
- Comparison with desktop accounting

Introduction to QuickBooks Online

- Features and editions
- Interface navigation
- System requirements

Setting Up Your Company File

- Creating a company
- Chart of accounts setup
- Customizing company settings

Managing the Chart of Accounts

- Structure and classification
- Adding/editing accounts

Customers & Sales Management

- Customer setup
- Estimates, invoices, receipts
- Payment handling

Vendors & Expense Management

- Vendor setup
- Bills, expenses, payments
- Recurring expenses

Products and Services

- Inventory and non-inventory items
- Service tracking

Bank Reconciliation

- Monthly reconciliation
- Troubleshooting discrepancies

Essential Financial Reports

- Profit & Loss, Balance Sheet
- Aging reports and sales analysis
- Report customization

Data Security and Best Practices

- QBO security features
- Backup and efficiency tips

Duration

- This is a three-day (17 hours)

Mode of Delivery

- Contact lectures take place via Online or In-person.

Course Fee

- The course fee per person is GHC 2,000

Venue

- The programme comes off at RIUC

Who Should Attend

- Accounting Officers
- Finance Assistants
- Small Business Owners
- Bookkeepers
- Auditors
- Entrepreneurs
- Accounting Students
- Finance Enthusiasts

Certification

- Certificate of attendance by Rosebank International University College



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