



## QuickBooks Daily Activities

## Accounting Training Series

### One-On-One Web-Based Training

#### Accounting Training FAQs

##### Who is a Valued Partner?

Although the PropertyBoss application is very intuitive to use, we believe that there are areas that can be greatly enhanced through the use of outside experts. We have selected Valued Partners to provide expertise in the use and functionality of QuickBooks in a property management setting. They also carry the designation of Advanced Certified QuickBooks ProAdvisor. This relationship provides our clients with a greater understanding of the integration of PropertyBoss and QuickBooks.

##### Why is it Important to Utilize a QuickBooks Pro Advisor?



Advanced Certified QuickBooks ProAdvisors have earned the highest designation of training provided. We have chosen our Valued Partners based on this qualification. The proper integration and use of QuickBooks with PropertyBoss is crucial to the tracking and accounting of the finances associated with all types of property management settings.

##### What Type of Accounting Training is Offered?

PropertyBoss offers several courses in the Accounting Series. Courses range from setting up your new QuickBooks database to advanced topics to help you use of both PropertyBoss and QuickBooks more effectively. Contact PropertyBoss for more information.

##### How Is Training Scheduled?

Training can be scheduled online at <http://training.propertyboss.com> or by calling us at the number below.

**(864) 297-7661**

#### Course Overview

This Accounting Course provides clients with an understanding of the daily functions within QuickBooks. This course is taught in a one-on-one web based format by our QuickBooks ProAdvisor partner. At the conclusion of this course, clients will have be better prepared to make deposits, create and pay bills, and pay owners. This course also provides an overview of the vendor center and working with registers within QuickBooks.



#### Course Outline

##### ■ Making Deposits

- Verifying Batch Amounts from PropertyBoss are Correct
- Selecting Accounts to Deposit Funds
- Finalize Deposits

##### ■ Bills

- Verifying Bills from PropertyBoss
- Entering Bills Directly into QuickBooks
- Paying Bills (Check, Online, Credit Card)
- Finalize Bills

##### ■ Payments

- Selecting Checks from PropertyBoss
- Entering Checks Directly into QuickBooks
- Entering Credit Card Transactions Directly into QuickBooks
- Printing Checks

##### ■ Vendor Center

- Creating Vendors
- Editing Vendor Information
- Viewing Vendor Transactional Information

##### ■ Overview of Registers

- Using Register
- Viewing Transactions
- Filtering the Register