



QuickBooks Advanced

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 advanced look at QuickBooks functionality and features. This course is taught in a one-on-one web based format by our QuickBooks ProAdvisor partner. After this course, clients will have an understanding of advanced features beyond the basic setup and interface. Topics include reconciliations, using petty cash, payroll, reports, setup, and tips and tricks. The client can also determine other topics that they would like to cover. These should be noted in when registering for the session.



Course Outline

- **Reconciliations**
 - How and Why to Use Them
- **Petty Cash**
 - How to Use, Account for, and Reconcile
- **Setup and Functionality**
 - Determining Cash vs. Accrual
 - Establishing Preferences
 - Creating 1099's for Vendors
- **Payroll**
 - Handling In-Office or Outsourced Payroll
 - Handling Payroll vs. Subcontractors
- **Reports**
 - Deciding Reports
 - Viewing Reports (Profit and Loss, Balance Sheet, etc.)
- **Other Transaction Entries**
 - Entering "Odd" Transactions
 - Entering Recurring Transactions
- **Accounts Held**
 - Verifying Totals in Due to Owners Account
 - Verifying Totals in Security Deposits Account