

# Master QuickBooks

## in under 10 hours

Study the **Certificate in QuickBooks** with  
The Online Business Academy



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



# Table Of Contents

About Us	02
Course Overview	04
Course Modules	05
Career Centre	08
Student Success Stories	09



# Welcome To The Online Business Academy

## 94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

## 96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, your career advancement is at the heart of our mission. We've reshaped online learning with a personalised touch, offering exclusive 1-on-1 Zoom classes that bring the expertise of industry leaders and education specialists directly to you. Our world-class platform is meticulously crafted around your needs, ensuring that you receive undivided attention and tailored support to excel in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing and digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

# A New Way To Learn

The Online Business Academy brings you a bespoke educational experience tailored through personalised 1-on-1 Zoom sessions. Engage in courses meticulously designed to put your individual learning needs in the spotlight, ensuring that every interaction with our expert mentors is focused solely on your educational journey and success.

Immerse yourself in a structured yet flexible curriculum, with the freedom to delve deeply into your studies and emerge with confidence. With us, you're not just learning; you're shaping your future, one personalised lesson at a time.



## #42

We provide 42 high-quality courses curated by leading industry professionals.

### Why Choose The Online Business Academy

Choose the Online Business Academy for tailored 1-on-1 learning with industry experts, designed for focused support and a personalised path to your success.



#### Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



#### Superior Support

We offer superior support to students like you with 1-on-1 expert tutor guidance and a range of resources to help you succeed in your learning journey.



#### Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.





## Accounting & Bookkeeping Courses

# Certificate in QuickBooks

Get started with QuickBooks and learn the basics of managing company finances with this course suitable for both novices and experts. With practical lessons, you'll become an accomplished QuickBooks user and gain the skills needed to manage finances effectively.



Enrol Now



Learn More

### Course Investment

# \$89

Per 1-Hour Zoom Session

Total Cost: \$712

### Course Duration

# 8 Sessions



### Course Outcomes

- Understand the basic features of QuickBooks and how to set up a new company file.
- Learn how to record and manage sales transactions, including creating invoices and receiving payments.
- Gain knowledge on how to record and manage expenses, including entering bills and processing payments.
- Become familiar with how to reconcile accounts to ensure accurate financial records.
- Understand how to manage inventory, including creating purchase orders and tracking inventory levels.
- Learn how to run and interpret various financial reports, such as profit and loss statements and balance sheets.



### Module 01    **Getting Started with QuickBooks Online**

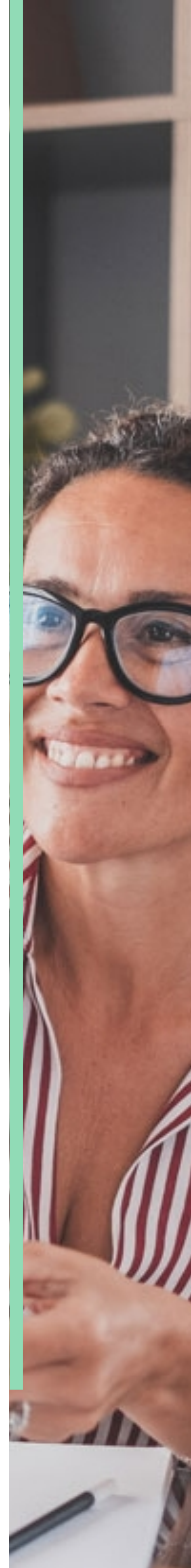
The QuickBooks Online Introduction module is the first module in the QuickBooks Online course and is designed to provide a comprehensive introduction to the software. The module starts by covering the technology requirements for using QuickBooks Online, including the supported browsers and devices. It then moves on to help learners choose the right product based on their business needs, such as Simple Start, Essentials, or Plus. The module also covers creating a QuickBooks Online account and navigating the software's user interface, including the dashboard, the navigation bar, and the settings menu. By the end of this module, students should have a good understanding of the basics of using QuickBooks Online and be able to get started with managing their finances on the platform.

### Module 02    **Setting up a Company File in QuickBooks**

In this module, students will be introduced to the process of setting up a company file in QuickBooks. They will learn about the importance of GST setup and how to configure the Tax Centre in QuickBooks. They will also learn about the Audit Log and how to use it to track changes made in QuickBooks. Additionally, the module covers how to set up the Chart of Accounts, which is a list of all accounts used by a company, and how to prepare and lodge the Taxable Payments Annual Report. Students will also learn about managing users, enabling multi-currency, and importing data into QuickBooks to streamline the setup process. By the end of this module, students should be able to set up a new company file in QuickBooks with confidence.

### Module 03    **Online Banking in QuickBooks**

The Online Banking module in QuickBooks is a valuable tool for businesses as it enables them to manage their financial transactions seamlessly. It allows users to link their bank accounts and credit cards to QuickBooks, which means that transactions are automatically downloaded into the software. Users can then easily match these transactions to their corresponding records in QuickBooks, which saves time and reduces the risk of errors. This module covers how to set up online banking in QuickBooks, how to import transactions, and how to reconcile accounts. Additionally, it also covers how to manage transactions and create reports that provide insights into cash flow and banking activities.



### **Module 04** Managing Transactions, including Purchase Orders, with QuickBooks

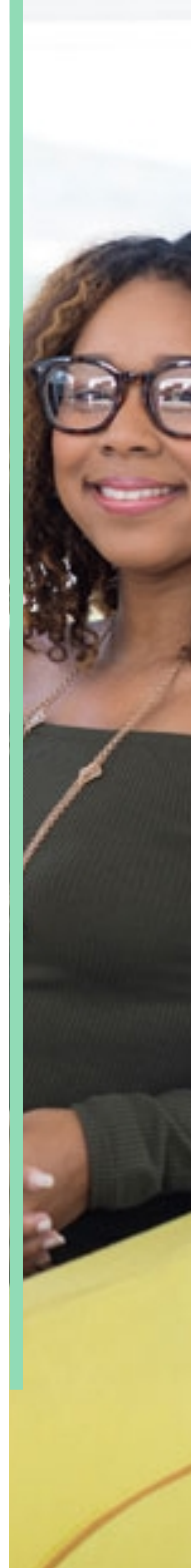
In this module, students will learn how to manage transactions in QuickBooks, which is a critical part of managing finances for any business. The module covers creating and managing different types of transactions, including quotes, invoices, bills, expense transactions, and purchase orders. Participants will learn how to create and send quotes and invoices to customers, how to receive and pay bills from vendors, and how to manage expenses and purchase orders. Additionally, they will learn how to track recurring transactions and partial purchase orders to ensure they are accurately recorded in QuickBooks. By the end of the module, students should have a good understanding of how to manage transactions efficiently and effectively using QuickBooks.

### **Module 05** Handling Payroll and Superannuation using QuickBooks

This module covers essential topics related to managing payroll and superannuation. The module focuses on setting up payroll and managing employee details, including their personal information, employment type, pay rates, and payroll schedules. Students will also explore how to run a pay run, including processing paychecks, handling taxes and deductions, and generating pay slips and payroll reports. In addition, the module covers how to handle superannuation payments, including setting up superannuation funds and calculating superannuation contributions. By the end of the module, students should have a good understanding of how to use QuickBooks to manage payroll and superannuation effectively.

### **Module 06** Reconciling Bank Accounts with QuickBooks

Bank account reconciliation is a critical process for businesses to ensure that their financial records are accurate and up-to-date. The module on reconciling bank accounts in QuickBooks covers the steps involved in reconciling bank accounts, including reviewing and matching transactions, resolving discrepancies, and completing the reconciliation process. It also covers how to use QuickBooks to automate the reconciliation process, saving time and reducing the likelihood of errors. Participants will learn how to use QuickBooks to reconcile bank accounts efficiently, helping to ensure that their financial records are accurate and reliable.

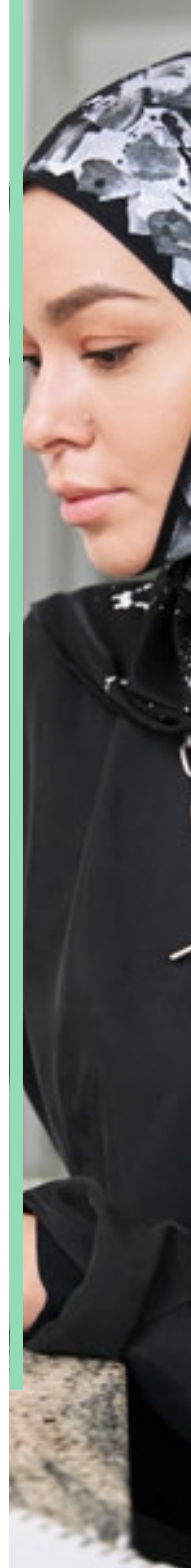


### Module 07 Managing GST and BAS with QuickBooks

The Managing GST and BAS using QuickBooks module is essential for learners who want to understand how to manage Goods and Services Tax (GST) and Business Activity Statements (BAS) in QuickBooks. The module covers various topics, including setting up GST and BAS in QuickBooks, configuring tax codes, and reporting. Participants will learn how to record transactions and generate reports related to GST and BAS, including GST summary reports, BAS reports, and GST audit reports. They will also learn how to reconcile their BAS reports in QuickBooks and troubleshoot common issues that may arise. By the end of the module, students should have a good understanding of how to manage GST and BAS using QuickBooks, which will help them ensure compliance with taxation laws and regulations.

### Module 08 Overview of Reporting in QuickBooks

The Reporting module in QuickBooks is focused on helping users generate, customise, and automate reports to better understand their business's financial health. The module covers the basic principles of reporting, including how to create and modify reports using QuickBooks' powerful reporting features. Students will also be introduced to report groups, which enable users to organise their reports into customised groups for easy access and management. Additionally, the module covers setting up and scheduling automated reports, which allows users to generate reports at regular intervals without the need for manual input. By the end of this module, students should have a good understanding of how to create, customise, and automate reports in QuickBooks to improve their business's financial management.







## Career Centre

# We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

## Receive a Free CV Review From The Experts at Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

### What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



#### Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

**Julie N.**

Certificate in Xero



# What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



**Maria R.**

Certificate in Adobe  
Photoshop

## Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



**Sarah T.**

Certificate in  
Microsoft Word

## Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



**Mark J.**

Digital Marketing  
Bootcamp

## Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



# Start Upskilling Today!

Follow our easy 4-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Proceed to payment



3. Receive login details



4. Start Learning!

Get Started Now, Click Here

