QuickBooks Tutorials & Training

Official Intuit Resources (FREE)

QuickBooks Training & Certification

Free certification training from Intuit.

Access: https://quickbooks.intuit.com/accountants/training-certification/

Available: - QuickBooks Online certification - Video tutorials - Webinars - Practice exercises

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QuickBooks Learn & Support

Official help center with tutorials.

Access: https://quickbooks.intuit.com/learn-support/

Topics: - Getting started - Setting up your company - Managing customers and sales - Managing vendors and expenses - Banking and reconciliation - Reports and dashboards

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Intuit Academy on Coursera

Professional bookkeeping certificate program.

Access: https://www.coursera.org/professional-certificates/intuit-bookkeeping

Note: Free to audit (no certificate), $39/month for certificate

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Free QuickBooks Courses

FreeBookkeepingAccounting.com

Free QuickBooks Online tutorials.

Access: https://www.freebookkeepingaccounting.com/free-quickbooks-online-course

Topics: - QuickBooks Online navigation - Setting up company file - Chart of accounts - Bank reconciliations - Creating invoices - Recording expenses

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QuickBooks Online Key Features

Navigation

- Dashboard
- Sales (customers, invoices)
- Expenses (vendors, bills)
- Banking (transactions, reconciliation)
- Reports (financial statements)
- Settings (company, account)

Common Tasks

1. Create and send invoices
2. Record customer payments
3. Enter bills and expenses
4. Reconcile bank accounts
5. Run financial reports
6. Manage payroll

Reports to Know

- Profit and Loss (Income Statement)
- Balance Sheet
- Cash Flow Statement
- Accounts Receivable Aging
- Accounts Payable Aging
- Trial Balance

Tips for Success

1. **Practice regularly** - Use sample company files
2. **Follow workflows** - Invoice → Payment → Deposit
3. **Reconcile monthly** - Match bank statements
4. **Run reports** - Check for accuracy
5. **Back up data** - QuickBooks Online auto-saves

The Dream Academy - QuickBooks & MS Office Library