

Accounting Software (QuickBooks)

From everyday transactions to accurate financial records and business insights.

Every business needs accurate financial records. But knowing accounting principles is only part of the equation. You also need to know how to record transactions correctly, manage invoices and expenses, reconcile bank accounts, and turn financial data into reports that support better decisions.

SkillBridge Academy's QuickBooks Online Professional Training programme is designed to help you develop these practical bookkeeping and digital accounting skills.

Over four weeks, you'll learn the accounting fundamentals behind everyday business transactions and apply them using QuickBooks Online. Through instructor-led sessions, live demonstrations, guided exercises, and a continuous fictional business case, you'll practise the workflows used to maintain financial records and prepare reports.

Is this course for you?

Whether you're an accounting or finance student, a graduate preparing for employment, an administrative professional handling financial records, a bookkeeper looking to strengthen your skills, or a business owner seeking better financial organisation, this programme is designed to help you build practical accounting software experience.

No previous QuickBooks Online experience is required. Basic computer literacy and a working understanding of basic mathematics will be beneficial.

What you'll learn

By the end of the programme, you'll have practical experience in how to:

- **Set up a company:** Configure a QuickBooks Online company and create an appropriate Chart of Accounts.
- **Manage sales and customers:** Prepare invoices, record customer payments, and review outstanding balances.
- **Manage purchases and expenses:** Record supplier bills, process payments, and organise business expenses.
- **Handle banking transactions:** Review bank transactions, match or categorise entries, and perform bank reconciliation.
- **Understand inventory and adjustments:** Explore inventory-related workflows, journal entries, and selected month-end adjustments where supported.



- **Generate financial reports:** Produce and interpret Profit and Loss, Balance Sheet, Cash Flow, and other relevant reports.
- **Apply bookkeeping controls:** Identify common errors, maintain supporting documentation, and understand basic internal controls.
- **Complete a bookkeeping workflow:** Apply the skills learned to a fictional business, from recording transactions to reporting and review.

Your four-week learning journey

Duration: 1 month

Schedule: 2 sessions per week

Total sessions: 8

Session length: 2.5–3 hours

Delivery: Instructor-led, practical, and hands-on

MODULE 1: Accounting Fundamentals and QuickBooks Online

Week 1

Session 1: Accounting Fundamentals and Introduction to QuickBooks Online

Build the foundation before working with the software.

Topics covered:

- Introduction to accounting and bookkeeping.
- Accounting terminology.
- Assets, liabilities, equity, income/revenue, and expenses.
- The accounting equation.
- Debits and credits.
- Double-entry bookkeeping.
- The accounting cycle.
- Source documents.
- Introduction to cloud accounting.
- Introduction to QuickBooks Online.
- QuickBooks Online interface and navigation.
- Understanding the Dashboard.



- Understanding major QuickBooks Online modules.
- User roles and basic access considerations.

Practical application: Navigate a QuickBooks Online company, identify key menus, review sample company information, and understand the accounting purpose of major functions.

MODULE 2: Company Setup and Chart of Accounts

Week 1

Session 2: Company Setup and Chart of Accounts

Learn how to establish an organised accounting environment.

Topics covered:

- Setting up a new QuickBooks Online company.
- Company information and accounting settings.
- Fiscal year and accounting method.
- Sales and expense settings.
- Payment terms.
- Understanding the Chart of Accounts.
- Account types and sub-accounts.
- Creating and editing accounts.
- Making accounts inactive.
- Designing an effective Chart of Accounts.

Practical application: Set up a fictional company and develop a basic Chart of Accounts suitable for a small or medium-sized business.

MODULE 3: Customers, Sales and Accounts Receivable

Week 2

Session 3: Customers, Sales and Accounts Receivable

Learn how businesses bill customers and track money owed to them.

Topics covered:

- Customer master records.
- Products and services.



- Estimates and quotations where applicable.
- Sales invoices and invoice terms.
- Invoice customisation.
- Sales receipts and customer payments.
- Deposits.
- Accounts Receivable.
- Outstanding invoices and A/R ageing.
- Customer statements.
- Credit notes and credits where applicable.
- Common invoicing errors.

Practical application: Create customer records, configure products and services, prepare invoices, record customer payments, review outstanding balances, and generate Accounts Receivable reports.

MODULE 4: Suppliers, Expenses and Accounts Payable

Week 2

Session 4: Suppliers, Expenses and Accounts Payable

Learn how to record business purchases and keep track of outstanding obligations.

Topics covered:

- Vendor and supplier management.
- Purchase transactions.
- Supplier bills and expenses.
- Supplier payments.
- Accounts Payable.
- A/P ageing.
- Recurring expenses.
- Expense categorisation.
- Supporting documentation.
- Avoiding duplicate transactions.



- Distinguishing bills from expenses.

Practical application: Create supplier records, enter bills, record expenses and payments, review outstanding supplier balances, and generate Accounts Payable reports.

MODULE 5: Banking and Bank Reconciliation

Week 3

Session 5: Banking and Bank Reconciliation

Learn to check whether accounting records agree with bank activity.

Topics covered:

- Understanding bank feeds.
- Connecting accounts or importing bank transactions where supported.
- Reviewing imported transactions.
- Matching versus categorising and adding transactions.
- Bank rules.
- Duplicate and unrecognised transactions.
- Bank charges and interest income.
- Transfers between accounts.
- Bank reconciliation.
- Understanding reconciliation differences.
- Correcting reconciliation errors.
- Internal controls over bank transactions.

Practical application: Work with a sample bank statement, process relevant transactions, investigate discrepancies, and perform a bank reconciliation.

MODULE 6: Inventory, Journals and Adjustments

Week 3

Session 6: Inventory, Journals and Adjustments

Understand selected accounting workflows beyond everyday sales and expenses.

Topics covered:

- Inventory concepts.



- Products and stock.
- Inventory purchases and sales.
- Cost of Goods Sold.
- Inventory adjustments and reports.
- Journal entries.
- Accruals and prepayments.
- Depreciation.
- Correction of accounting errors.
- Fixed assets.
- Basic month-end adjustments.

Practical application: Process selected inventory transactions and adjustment entries in a training company.

MODULE 7: Financial Reporting and Business Analysis

Week 4

Session 7: Financial Reporting and Business Analysis

Turn accounting records into information that helps explain business performance.

Topics covered:

- Understanding financial statements.
- Profit and Loss Statement.
- Balance Sheet.
- Cash Flow Statement.
- Accounts Receivable and Accounts Payable reports.
- Sales and expense reports.
- Inventory reports where supported.
- Customising reports.
- Comparing reporting periods.
- Budget-versus-actual analysis.



- Understanding profitability.
- Working capital.
- Cash-flow management.
- Interpreting financial information for management.

Practical application: Generate reports from the training company and prepare a short management commentary explaining key findings.

MODULE 8: Month-End Close, Internal Controls and Final Assessment

Week 4

Session 8: Month-End Close, Internal Controls and Final Practical Assessment

Bring the bookkeeping process together and demonstrate what you've learned.

Topics covered:

- Month-end bookkeeping procedures.
- Reviewing Accounts Receivable.
- Reviewing Accounts Payable.
- Bank reconciliation.
- Reviewing inventory where applicable.
- Reviewing Balance Sheet accounts.
- Adjusting entries.
- Financial statement review.
- Common bookkeeping errors.
- Internal controls.
- User access and segregation of duties.
- Documentation and audit trails.
- Data security.
- Review of core QuickBooks Online workflows.

Practical assessment: Complete selected accounting procedures using a set of business transactions in QuickBooks Online, demonstrating your understanding of the workflows covered during training.



Learn through a realistic business case

Throughout the programme, you'll work with a fictional business called **XYZ Trading**.

Rather than practising isolated software features, you'll use a connected business scenario to understand how everyday transactions flow through an accounting system.

The case study will include:

- Owner capital contributions.
- Bank and cash transactions.
- Customer invoices and receipts.
- Supplier bills and payments.
- Office expenses.
- Inventory purchases and sales, where supported.
- Bank charges.
- Accounting adjustments.
- Month-end transactions.

As the case develops, you'll use the records created during the exercises to generate and interpret financial reports.

How you'll learn

The programme combines explanations of accounting concepts with demonstrations and practical application.

- **Instructor-led lessons:** Understand the accounting principles behind each workflow.
- **Live demonstrations:** Watch the trainer complete processes in QuickBooks Online.
- **Guided exercises:** Practise each process with support.
- **Independent exercises:** Apply your knowledge to selected tasks.
- **Business case studies:** Work through connected transactions in a fictional business.
- **Continuous assessment:** Receive opportunities to check your understanding and improve.
- **Final assessment:** Demonstrate your theoretical knowledge and practical competence.

How you'll be assessed



Your performance will be evaluated across the following components:

Assessment component	Weight
Class participation and practical exercises	10%
Continuous assessment	20%
Practical assignment and case study	20%
Final theoretical examination	20%
Final practical QuickBooks Online examination	30%
Total	100%

Participants who meet the required pass mark and fulfil the applicable completion requirements qualify for a SkillBridge certificate.

SkillBridge Academy: Building practical digital skills for the modern workplace.

