



# NEXT Generation

Remote Bookkeeping Partner

BOOKKEEPING

Academy

- **What to expect?**

- Introducing to the content and meeting the mentor
- Introduction to QBO and opening personal QBO account
- Familiarizing with the learning modules inside the QBO account

- **What you will have after this module?**

- Opened personal QBO account and access to the world most popular accounting software today.
- Access to QBO integrated training materials and basic knowledge of how to use them in your favor.



- **What to expect?**

- Learning the basic principles of the accounting for easier understanding of further training

- **What you will have after this module?**

- The foundation in the accounting and the bookkeeping in general and specifically for the US market. This will be an excellent refreshment of your studies or your practical experience in the macedonian accounting.





- **What to expect?**

- Introduction to Bank Feed and ways of entering transactions into QBO (With direct integration from the bank or manual import of transactions via CSV or QBO file)
- Introduction to Chart of Accounts
- Categorization of Direct Expense, Bill payment, Check
- Group exercises and questions

- **What you will have after this module?**

- You will be capable to navigate the Bank Feed module in QBO and import the bank statements into the software. This is practical knowledge and it's used almost 70% of the time. Correctly processing the transactions and knowing the difference for each transaction type.

- **What to expect?**

- Learning how to use the "Rule" function in QBO. Why is this important, and when you should use it. Also, you will learn how to avoid errors when using this function.)
- Categorization of Direct Deposit, Receiving invoice payment, Transfer
- Group exercises and questions

- **What you will have after this module?**

- You will be able to create and monitor Bank Rules, understand the accounts payable process, and record the transfers between accounts correctly.



- **What to expect?**

- ·Introduction of the monthly reconciliation process
- ·Review of transactions processed for the month
- ·Creating reports

- **What you will have after this module?**

- ·Knowledge of one of the most important actions in the bookkeeping, reconciliation, and reporting process. How to do a self-review and catch any potential errors.





- **What to expect?**

- Each participant will be a Junior Accountant for a day. You will be introduced to a member of our team and you will have a chance to implement what you learned during the modules. You will see how is to practically work on a bookkeeping file for a real US company.

- **What you will have after this module?**

- Practical experience and chance to join our team.

