

# AGENDA



## QBO CLEANUP MASTER COURSE

### SESSION #1: MANAGING CLEANUP ENGAGEMENTS

- Diagnosing the books
- Setting goals
- Creating a checklist
- Managing expectations
- Ending the engagements

### SESSION #2: CLEANUP BEST PRACTICES

- Where to start
- Company settings
- Managing lists
- Deleting v Voiding
- Importing data
- Linked transactions

### SESSION #3: CLEANUP TOOLS

- QBOA tools
- Report tools
- Reclassify
- Custom reporting
- Audit log & search

### SESSION #4: RECONCILIATIONS

- Basics of reconciliations
- Undo
- Other items
- Fixing reconciliations

### SESSION #5: FIXING TRANSACTIONS

- Duplicate transactions
- \$0 transactions
- Clearing accounts
- Cleanup account
- Product/service mapping issues

### SESSION #6 COMPLICATED ACCOUNTS

- Clearing accounts
- Reclassify revenue
- Undeposited funds
- A/R & A/P
- Tax accounts (Payroll & Sales)