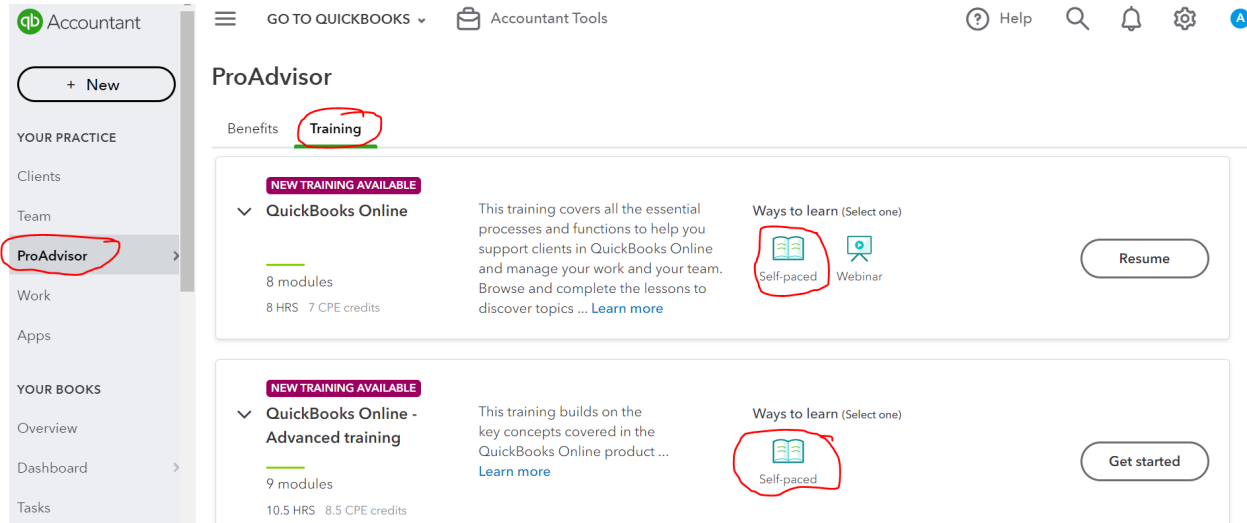
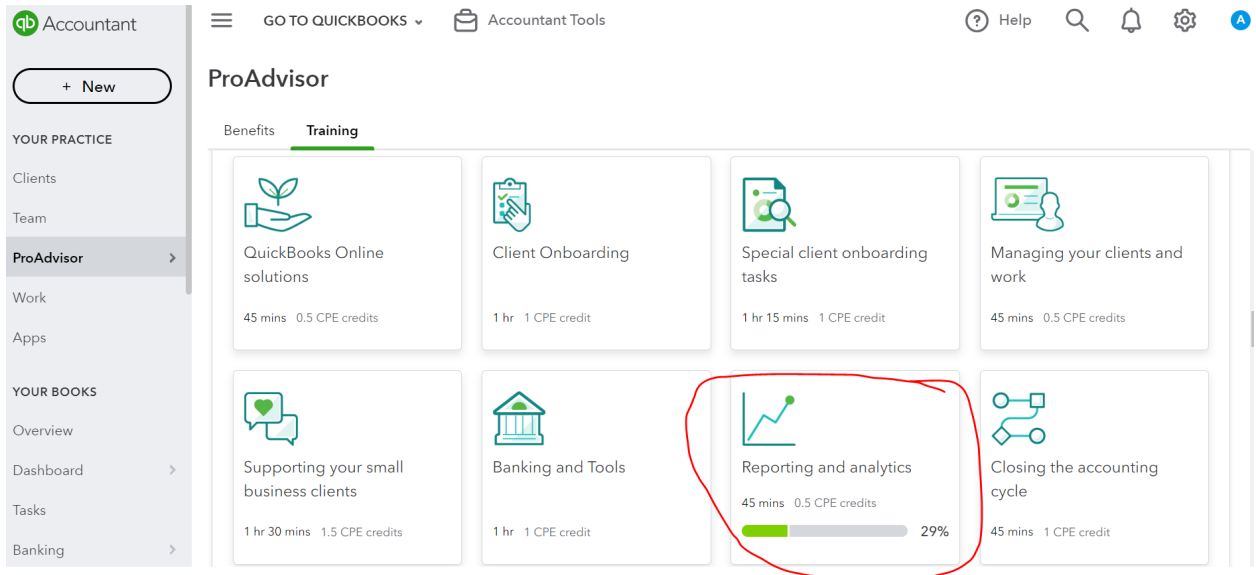


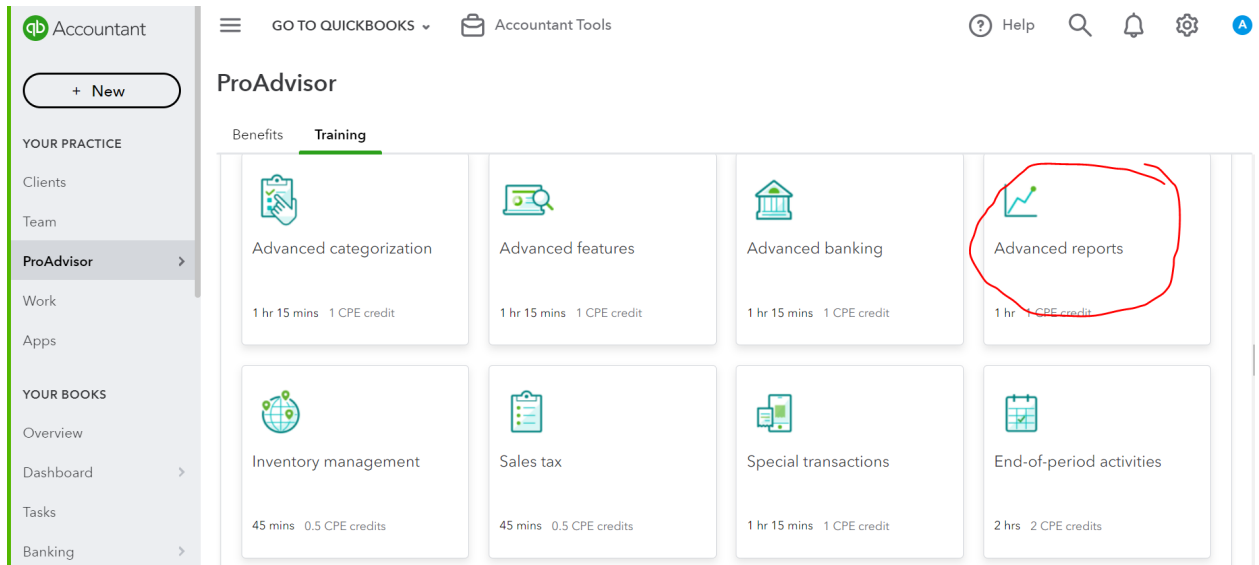
1. Click on ProAdvisor then click on Training. Under Training, you'll see the Quickbooks Online section and Quickbooks Online Advanced training.



2. Select "Self-paced" to see the modules (which include training videos). Under Quickbooks Online, select 'Reporting and analytics'. The module covers how to pull reports including 'Profit and Loss' and 'Balance Sheet'.



3. Under Quickbooks Online Advanced, select Advanced Reports. It covers the different report types under Cash Basis accounting and Accrual accounting and how to create scheduled reports.



****To find out what specific reports your client likes to view each month, ask Sarah Beck for a previous month's financial packet.**