

QuickBooks Level 1 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$325

Course Description

This course is an introduction on how to use QuickBooks to meet the needs of your business. The objective is to introduce the basic features of QuickBooks and provide hands-on practice. You will learn what information you need to monitor for your business, how to enter that information and track it in QuickBooks. Once you complete the course, you will have an understanding of how an accounting software package can help you save and organize your business finances.

Prerequisites:

A basic knowledge of the computer operating system, how to move around in a computerized environment, and how to create files and folders is required. Basic accounting or bookkeeping knowledge is also beneficial.

Course Content

Lesson 1: Getting Started

- Course Introduction
- Getting around
- Accounting Terms
- Moving Between Companies
- Exiting QuickBooks

Lesson 2: Setting Up QuickBooks

- Creating a Company
- Entering Company Info
- Customizing QuickBooks
- Setting Up Your Business
- Getting Help

Lesson 3: Working with Lists

- Using QuickBooks Lists
- Editing the Chart of Accounts

- Working with Customer and Jobs Lists
- Working with the Employee Centre
- Working with the Vendor Centre
- Adding Custom Fields
- Managing Lists

Lesson 4: Working With Bank Accounts

- Writing Cheques
- Using Bank Registers
- Transferring Money Between Accounts
- Reconciling Chequing Accounts

Lesson 5: Using Other Accounts

- Tracking Credit Card Transactions
- Working With Asset Accounts
- Working With Liability Accounts
- Understanding Equity Accounts