



QuickBooks Level 1

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$300.00 plus GST

About This Course

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 in QuickBooks
- Accounting Terms
- Exiting QuickBooks
- Moving Between Company Files

Lesson 2: Setting Up QuickBooks

- Creating a Company
- Entering Company Information
- Customizing QuickBooks
- Setting Up Your Business Accounting
- Completing Company File Setup
- Getting Help

Lesson 3: Working with Lists

- Using QuickBooks Lists
- Editing the Chart of Accounts
- Working with the Customers and Job Lists

- Working with the Employee Center
- Working with the Vendor Center
- Adding Custom Fields
- Managing Lists

Lesson 4: Working With Bank Accounts

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

Lesson 5: Using Other Accounts in QuickBooks

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