

QuickBooks (on-line version) In-class Day 1

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

Course Cost \$310.00 + applicable taxes

Course Content:

Chapter 1 New Company set up

- Setting up your company
- Basic setup company steps
- How QuickBooks is built
- Importing lists
- Setup users
- Sales tax

Chapter 2 Getting around QuickBooks online

- Sign in
- Dashboard
- Navigation Bar
- +New Menu
- Search
- Gear Icon
- Transaction Window

Chapter 3 Customer and Sales

- Setting up Customers
- Setting up Products and Services
- Setup a Service
- Entering Sales
- Sales and Customer Reports

Chapter 4 Suppliers and Expense Part 1

- **Adding Suppliers**
- **Tracking Accounts Payables vs. Expenses**
- **Expenses and Cheques**
- **Bills and Paying Bills**

Chapter 5 Company Activities Part 1

- **Lists in QuickBooks**
- **Definition of other Lists in QuickBooks**
- **Chart of Accounts**
- **Account Types in QuickBooks Online**
- **Adding Bank Accounts**
- **Working with Lists**

Chapter 6 Banking in QuickBooks Online

- **Connect your Ban or Credit Card Accounts**
- **Manual Upload of Transactions**
- **Working with Banking Transactions in QuickBooks**
- **Account Reconciliation**
- **Transfers in QuickBooks**