



SBC

COLLEGE

(Corporate Training)

QuickBooks Online Day 2 (Course length 8:30-4:00)

Course Cost \$310.00 + applicable taxes

Course Outline

QuickBooks Online -Day 1

Course Outline

Course Objective for Quick Books On-Line Day 1 & 2

- Complete activities in the general ledger and journal
- Maintain supplier, customer and inventory transaction
- Complete period-end procedures and bank reconciliations
- Customize files, screens and reports
- Set up and manage employee payroll
- Track time for employees and projects

Learning Outcomes

Chapter 1-QuickBooks Online and Accounting basics

- a) Understand accounting basics, including the accounting equation, accounting cycle, and the double-entry accounting system
- b) Compare manual and computerized accounting
- c) Review versions of QuickBooks, including desktop and online
- d) Identify the procedure areas in QuickBooks
- e) Practice opening and creating a company file

Chapter 2- New Company Setup

- a) Create a new company file and establish company preferences
- b) Set up and update customer and supplier lists

- c) Set up and update products and services list
- d) Customize and update the Chart of Accounts list, including default accounts
- e) Enter opening balances for accounts
- f) Create reports and financial statements

Chapter 3-Suppliers and Accounts Payable

- a) Access the Supplier List to add and edit supplier information
- b) Use the Bill window to record purchases on account
- c) Use the Bill window to process credit memos
- d) Use the Pay Bills window to process payments on account
- e) Use the Cheques window to record cash purchases
- f) Create supplier-related reports

Chapter 4-Customers and Accounts Receivable

- a) Access the Customer List to add and edit customer information, including payment terms
- b) Set up Sales Tax and identify associated transactions
- c) Use the Invoice window to record sales on account
- d) Use the Receive Payment window to obtain and manage collections on account
- e) Use the Sales Receipt window to process cash sales
- f) Use the Bank Deposit window to verify and enter deposits
- g) Create customer-related reports

Chapter 5-Inventory and the Products and Services List

- a) Access the Products & Services List to add, edit, and delete items
- b) Record purchases of inventory in the Bill and Cheques windows
- c) Process sales discounts for customers
- d) Process changes to inventory
- e) Create inventory-related reports

Chapter 6- Period end Procedure and Customization of Files

- a) Review and update the Chart of Accounts
- b) Perform an analysis of the company situation using the Accounting Cycle
- c) Prepare a trial balance
- d) Record journal adjustments in the Journal Entry window
- e) Prepare an adjusted trial balance • Set fiscal year and closing dates
- f) Create period-end reports and related financial statements
- g) Customize lists, fields, invoices, and report-

