



QuickBooks Online Day 2 (Course length 8:30-4:00)
Course Cost \$310.00 + applicable taxes
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 7- Banking and Reconciliations

- Set up cash (bank) accounts
- Transfer funds from one account to another using the Transfer window •
- Review and reconcile cash accounts using the Reconcile window •
- Create and print a reconciliation report •
- Enter credit card purchases using the Expense window •
- Pay credit card bill/statement/charges using the Pay Down Credit Card Credit window •
- Create banking-related reports

Chapter 8- Setting up Payroll

- Turn on the Payroll Feature to set up payroll processing •
- Create and modify payroll accounts in the Chart of Accounts •

- Customize and update the Payroll Preferences •
- Create and print payroll related reports

Chapter 9-Managing Payroll

- Review Payroll Setup •
- Process payroll in the Pay Employees window •
- Process payroll tax payments in the Payroll Tax Centre •
- Create and print payroll related reports

Chapter 10-Creating projects and Tracking Time

- Create Projects in the Customer List •
- Assign employee payroll to a specific Project in the Run Payroll window •
- Assign services to a specific Project in the Invoice window •
- Set up time tracking •
- Input employee time in the Weekly Timesheet window •
- Use time tracking data to pay employees and create invoices •
- Create customer statements • Input employee departure from the company •
- Generate T4 reports for income tax purposes • Create and print project and time tracking report