QuickBooks Online (CA) Level 1

Courseware: 1805-1

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Course Description

This course introduces basic accounting tasks using the Canadian version of QuickBooks Online. Learners will begin with an introduction to QuickBooks and a review of accounting cycles. Learners will work with company files, enter transactions, make deposits, generate reports, deal with cash and credit transactions, work with general ledger accounts, accounts receivable, accounts payable, and reconciling accounts.

This course includes reviewing accounting fundamentals as learnings relate them to the transactions at hand.

Suggested Course Length: 40-50 Hours

Course Prerequisites

This course is targeted towards learners with a basic knowledge of accounting terms such as:

- Assets, liabilities, and equity
- Balance sheet
- Trial balance
- Income statement
- Debits and credits
- Ledger accounts

Note: Learners at accredited academic institutions are eligible for a one-year student registration of QuickBooks Online for Students.

For More Information, please visit: https://www.intuit.com/ca/partners/education-program/registration/student-quickbooks-online

Lesson 1: Introduction Lesson Objectives Understanding Bookkeeping Systems Overview Signing Up for QuickBooks Online Setting Up Company Information Import List Information Managing Users Looking at the QuickBooks Screen The Chart of Accounts General Ledger Accounts Printing the Chart of Accounts Listing General Journal Transactions Lesson Summary Practice Questions Lesson 2: Inventory and Services Lesson Objectives Inventory Managing the Products and Services List Creating Inventory Accounts Creating Inventory Items Creating Service Items Managing QuickBooks Online Attachments Inventory Reports Lesson Summary Practice Questions Lesson 3: Suppliers and Accounts Payable Lesson Objectives Suppliers Managing Terms Managing Tags Managing the Suppliers List Making Purchases Memorized Payment Transactions

Creating Purchase Orders Finding and Modifying Bills Connecting Your Bank or Credit Card Paying Supplier Bills **Printing Cheques** Supplier Reports Lesson Summary Practice Questions Lesson 4: Customers and Accounts Receivable Lesson Objectives Customers **Recording Sales** Viewing, Adjusting, and Deleting Sales Invoices Payments and Credits on Receivables Adjusting Payments Recording Deposits Customer Reports Lesson Summary Practice Questions Lesson 5: Employees and Payroll Lesson Objectives Payroll Overview and Setup **Employee** Page Employee Records **Running Payrolls** Creating Employee and Payroll Reports Lesson Summary Practice Questions Lesson 6: Reporting, Miscellaneous and Year-End Procedures Lesson Objectives Creating and Printing **Financial Reports** Cash Flow Overview Cash Flow Planner Managing Sales Tax Year-End Procedures Lesson Summary **Review Questions**

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