



Introduction, 3 Days

Course Description

This course is designed for people who may or may not have an accounting background, who need use QuickBooks to handle company accounting records.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with QuickBooks is necessary.

Topics Covered

Getting Started

Updating QuickBooks
Payroll Subscription
Setting up a new Company
Chart of Accounts
Customers and Vendors
Program Preferences

Customers

Entering and Printing Invoices
Customizing the Invoice Template
Receiving Payments
Entering Credit Notes
Issuing Refunds

Vendors

Entering Bills
Credit Card Transactions
Entering Credits
Paying Bills

Employees

Running Payroll
(entering/printing cheques)
Government Remittances
T4's

Banking

Making Deposits
Bank Reconciliation

Taxes

Calculating and Paying GST
Calculating and Paying PST

Reports

Running Reports
Setting Filters and Customizing
Exporting to Excel
Modifying and Memorizing Reports

Additional Topics

Using the Register
Finding Information
Making Journal Entries
Memorized Transactions