



QUICKBOOKS – LEVEL 1

DESCRIPTION

LEARN TO USE QUICKBOOKS ACCOUNTING SOFTWARE TO MANAGE YOUR BUSINESS ACCOUNTING NEEDS. TOPICS INCLUDE COMPANY SET UP, INVOICING, ACCOUNTS PAYABLES, ACCOUNTS RECEIVABLES, GST, ACCOUNT RECONCILIATIONS, AND BASIC FINANCIAL REPORTING.

STUDENTS WILL RECEIVE A FREE 60 DAY TRIAL OF THE FULL PREMIERE WITH PAYROLL PROGRAM AS WELL AS A 20% DISCOUNT OFF ANY PURCHASED PROGRAMS. A GREAT PACKAGE FOR A BUSINESS CHOOSING QUICKBOOKS FOR THEIR ACCOUNTING NEEDS.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- MANAGE YOUR COMPANY FILE IN QUICKBOOKS
- RECORD YOUR INCOME
- MANAGE YOUR EXPENSES
- RECONCILE YOUR ACCOUNTS
- CREATE AND PRINT BASIC FINANCIAL REPORTS

TARGET AUDIENCE

THIS COURSE IS INTENDED FOR BUSINESS OWNERS OR OFFICE PROFESSIONALS USING THE QUICKBOOKS PROGRAM TO MANAGE THEIR FINANCIAL RECORDS. NO PRIOR BOOKKEEPING EXPERIENCE IS REQUIRED HOWEVER IF STUDENTS ARE NEW TO BOOKKEEPING OR PAYROLL THE BASIC BOOKKEEPING AND ALBERTA PAYROLL REGULATIONS WORKSHOPS ARE RECOMMENDED. BASIC KNOWLEDGE OF COMPUTERS AND KEYBOARDING SKILLS ARE ALSO HELPFUL.

CONTENT

- ◆ MANAGING YOUR COMPANY FILE
 - SETTING UP A NEW COMPANY
 - OPENING & CLOSING YOUR COMPANY FILES
 - SAVING COPIES AND BACKUPS
- ◆ DATABASE MANAGEMENT
 - WORKING WITH THE CHART OF ACCOUNTS
 - UPDATING AND MAINTAINING PRODUCT AND SERVICE LISTS
 - VENDOR, CUSTOMER AND EMPLOYEE LISTS
- ◆ RECORDING INCOME
 - INVOICING
 - SALES RECEIPTS
 - RECEIVING PAYMENTS
 - DEPOSITING FUNDS
 - TRANSFERRING FUNDS
- ◆ MANAGING EXPENSES
 - ENTERING AND PAYING BILLS
 - WRITING CHEQUES
 - RECORDING PRE-AUTHORIZED WITHDRAWALS AND DIRECT DEBIT TRANSACTIONS
 - CREDIT CARD TRANSACTIONS
 - MANAGE GST
- ◆ RECONCILING ACCOUNTS
- ◆ VIEW AND PRINTING BASIC FINANCIAL REPORTS
 - PROFIT & LOSS STATEMENTS
 - BALANCE SHEETS
 - TRIAL BALANCE REPORTS
 - TRANSACTION DETAIL REPORTS