

Intuit QuickBooks® Online Plus

Course Outline

LESSON 1: GETTING STARTED WITH QUICKBOOKS ONLINE PLUS

INTRODUCTION

ACCOUNT SET-UP (TRIAL VERSION ONLY)

ACCOUNT SET-UP (ACCREDITED PROGRAM ONLY)

SET UP YOUR QUICKBOOKS

GETTING TO KNOW YOUR SCREENS

IMPORTANT COMPANY SETUP

Importing Data

Sales Tax Accounts

Setting up the Sales Tax

LESSON 2: THE CHART OF ACCOUNTS

WHAT IS THE CHART OF ACCOUNTS?

Setting up Asset Accounts

Setting up Liabilities

Setting up Income Accounts

Setting up Expense Accounts

Setting up Equity Accounts

Editing/Deleting and Inactive Accounts

LESSON 3: CREATING PRODUCT AND SERVICE ITEMS

PRODUCTS AND SERVICES

Importing Products or Services

Editing a Product or Service

Deleting an Item or Service

Reactivating Deleted Items

LESSON 4: SETTING UP CUSTOMERS AND SUPPLIERS

ADDING CUSTOMERS

ADDING SUPPLIERS

EDITING CUSTOMERS/SUPPLIERS

LESSON 5: RECORDING INCOME

CREATING AN INVOICE

Receiving an Invoice Payment

SALES RECEIPT TRANSACTIONS

REFUNDS AND CREDITS

THE ALL SALES SCREEN

CUSTOMIZING SALES FORMS

MAKING DEPOSITS

LESSON 6: RECORDING EXPENSES

ENTERING BILLS

PAYING BILLS

EXPENSE TRANSACTIONS

CHEQUES

TRANSFER FUNDS AND CREDIT CARD PAYMENTS

EXPENSE TRANSACTION FORMS

Printing Transactions

Copying Voiding or Deleting Transactions

Recurring Transactions

Editing/Deleting a Recurring Transaction

LESSON 7: PROJECTS

ADDING TO A PROJECT

LESSON 8: ACCOUNT RECONCILIATIONS

COMPLETING A RECONCILIATION

LESSON 9: SALES TAX & REPORTS

FILING GST

Recording a GST Payment/Refund

REPORTS

Customizing Reports

LESSON 10: PAYROLL

SETTING UP PAYROLL

PAYROLL SETTINGS

ADDING NEW EMPLOYEES

RECORDING A PAYROLL

PAYING LIABILITIES

RECORD OF EMPLOYMENT

PROCESSING YEAR END T4 FORMS