



QUICKBOOKS LEVEL 1

Course length: 1 day (3 hours)

Overview: This course covers the basic skills needed to set-up a company and a Chart of Accounts in QuickBooks. It also covers some of the basic processes such as: creating and setting up a company, establishing a Chart of Accounts, setting up customers and vendors, creating item list, and creating purchase orders and invoices.

Prerequisites: Working knowledge of computers, basic keyboarding skills, and basic accounting practices and procedures.

Software: Intuit QuickBooks Premier 2015.

Note: Students will be provided with a flash drive to save their exercise files.

COURSE OUTLINE

Setting up a Company

- Creating a company
- Using Chart of Accounts

Invoicing

- Creating Product Invoices
- Setting up Service Items

Processing Payments

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills