



QuickBooks Desktop Accountant

Level 1

Course Outline

Introduction & Company set up

- QuickBooks Modules, Installation & Using help
- Setting up a company and customizing QB.
- New company profile & Preferences.
- Type of business, customization and entering balances.
- List and multiple entry lists

Customer Transactions in QuickBooks

- QB Customer Centre & creating customer profiles.
- Working with invoices.
- Working with opening balances.
- Creating estimates, sales orders, invoices, benefits etc.
- Payment and recording.
- Recording all transactions.
- Working with credit memos, refunds and banks.

Vendor Transactions in QuickBooks

- QB vendor centre and creating vendor profiles.
- Working with vendor opening balances.
- Credit cards and credit memos.
- Hand written cheques and QB printed cheques.
- Outstanding bills and over payments.
- Deleting vendor profiles

Working with Banks

- QuickBooks Banking centre.
- Transferring funds.
- Recording transactions.
- Credit cards & check register.
- Bank reconciliation.
- Other accounts.

Period End Maintenance

- Profit & Loss.
- Generating balance sheets.
- Financial statements.
- Period end Procedures.
- Year end and Accrual reversals.
- Data verification & back-up.