

QuickBooks 2010 – Level 1

Course Description

QuickBooks Premium 2010 Level 1 teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, and Payroll. This course is geared towards someone who will primarily be doing data entry in QuickBooks.

Basic Skills Checklist

The following list summarizes skills learned in *Microsoft Windows – Level 1* that students should be comfortable with for this courseware. It is assumed that the student has completed or is familiar with accounting fundamentals. In addition, it is important to understand how a business functions to fully understand the concepts discussed.

Take a few minutes to review the following items to ensure you are familiar with them:

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> using flash drives or burning CD's |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

The following is a list of basic accounting terms that you should also be familiar with before taking this course:

- | | |
|--|--|
| <input type="checkbox"/> assets, liabilities, and equity | <input type="checkbox"/> posting transactions |
| <input type="checkbox"/> balance sheet | <input type="checkbox"/> entering payables and receivables transactions |
| <input type="checkbox"/> trial balance | <input type="checkbox"/> inventory tracking |
| <input type="checkbox"/> income statement | <input type="checkbox"/> provincial government remittance process for PST |
| <input type="checkbox"/> debits and credits | <input type="checkbox"/> federal government remittance process for GST/HST |
| <input type="checkbox"/> ledger accounts | |
| <input type="checkbox"/> entering journal transactions | |

QuickBooks Premier 2010 – Level 1

Courseware Outline

SLATE TRAINING CENTRE

About This Courseware

Courseware Description
Course Objectives
Course Design
Conventions and Graphics

Introduction

Objectives of Lesson 1
- To Start This Lesson
Overview
- What is QuickBooks?
Looking at the QuickBooks Screen
- Moving Around Dialog Boxes
- Using the QuickBooks Menus
- Using the QuickBooks Icon Bar
The Chart of Accounts
- How the Chart of Accounts Works
- Account Type
General Ledger Accounts
- Creating GL Accounts
- Modifying GL Accounts
- Deleting or Removing GL Accounts
Company Information
Printing the Chart of Accounts
Using Dates in QuickBooks
General Journal Transactions
- Creating Journal Transactions
- Creating Memorized Journal Transactions
- Recalling Memorized Journal Transactions
- Adjusting Previously Posted General Journal Entries
- Reversing General Journal Entries
- General Journal Report
Backing Up QuickBooks Data Files
Summary of Lesson 1
Review Questions

Inventory and Services

Objectives of Lesson 2
- To Start This Lesson
Creating Inventory Accounts
Creating Inventory Items
Creating Service Items

Changing Inventory & Service Item Data
Inventory Reports
Summary of Lesson 2
Review Questions

Vendors and Accounts Payable

Objectives of Lesson 3
- To Start This Lesson
Vendors
- Creating Vendors Records
- Modifying Vendors
Making Purchases
- Entering Vendor Bills
- Writing Cheques
Memorized Payment Transactions
Creating Purchase Orders
Filling a Purchase Order
- Receiving Items
- Receiving Vendor Bills
Modifying a Credit Limit
Finding and Modifying Bills
Paying Vendor Bills
Printing Cheques
Vendor Reports
Summary of Lesson 3
Review Questions

Customers and Accounts Receivable

Objectives of Lesson 4
- To Start This Lesson
Customers
- Adding New Customers
- Modifying Customer Information
Recording Sales
- Entering Sales Receipts
- Entering Sales Orders
- Entering Sales on Invoice
Viewing, Adjusting and Deleting Sales Invoices
Payments and Credits on Receivables
- Receiving Payments
- Refunds and Credits
- Applying a Credit
Recording Deposits of Payments
Customer Reports
Summary of Lesson 4
Review Questions

Employees and Payroll

Objectives of Lesson 5
- To Start This Lesson
Payroll Overview and Set Up
Employee Records
- Creating Employee Defaults
- Adding a New Employee
- Editing Individual Employee Data
Maintaining Current Tax Tables
Payroll Cheques and Pay stubs
- Produce Payroll Cheques
- Creating Payroll Schedules
- Printing Payroll Cheques
- Printing Pay Stubs
Remitting Payroll Liabilities
Creating Employee and Payroll Reports
Summary of Lesson 5
Review Questions

Reporting, Miscellaneous & Year End Procedures

Objectives of Lesson 6
- To Start This Lesson
Creating & Printing Financial Reports
- Company & Financial
- Accountant & Taxes
Using the Reminders List
Verifying Data Integrity
Year End Procedures
Summary of Lesson 6
Review Questions

Appendices

A Quick Review of Basics
Setting Up New Company Data Files
Practice Exercises
Glossary of Terms
Answers to Review Questions
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