

Quickbooks Part 1

Course Description

The main objective of this course is to introduce you to the commands, functions and capabilities of Quickbooks. It is designed for computer users what are new to Quickbooks who want to gain a thorough understanding of one of the world's most popular accounting software packages.

Course Duration: 12 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Moving around Quickbooks, using centers
- Understanding the chart of accounts
- General journal entries
- Writing cheques
- Memorized transactions
- Understanding items, entering inventory
- Entering and paying bills
- Creating invoices, sales receipts
- Creating credit memos
- Receiving payments
- Making deposits
- Basic payroll set-up
- Creating financial reports
- Backing up your data
- Year-end procedures
- HST/GST remittances

Course Prerequisites

The course assumes that students have completed the Basic Bookkeeping course or have equivalent knowledge.

All our courses are backed by our guarantee. We provide authorized vendor manuals for every course, vendor approved practice exercises, free backup and support. Please check with us about our free refresher policy.

