

# QuickBooks Premier 2015 – Level 1

MasterTrak™ Accounting Series

## Course Description

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*QuickBooks Premier 2015 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 be primarily doing data entry in QuickBooks.

## Target Audience

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Small business operators who currently use a QuickBooks desktop edition for their business are the expected target audience. We can also expect some bookkeepers and/or accountants who may take the course as research to improve their ability to work with clients who use QuickBooks Premier 2015.

## Course Length

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QuickBooks Premier 2015 is an 18-24 hour course that can be implemented in 4 days.

## Course Prerequisites

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Students must have completed *Microsoft Windows Level 1*, or be able to demonstrate equivalent basic PC and Windows knowledge. They must also understand how a business functions to fully understand the concepts discussed.

## Classroom Setup

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Your instructor will have set up the classroom computers based on the system requirements to run the software for this course. Most software configurations on your computer are identical to those on your instructor's computer. However, your instructor may use additional software to demonstrate network interaction or related technologies.

This courseware was developed with QuickBooks Premier 2015 and Windows 7. Some figures may vary depending on the tax deduction tables used for the release of QuickBooks in your lab or on your computer.

The data files used in this courseware are set up for companies in British Columbia, Alberta, and Ontario using the GST/HST rates relevant to those Provinces at the time the data files were created. If you wish you can change the GST/HST or PST tax rates but take note that your figures will then differ from those provided in the courseware.

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## Course Objectives

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- ✦ start and exit QuickBooks Premier
- ✦ manage QuickBooks files
- ✦ understand the Chart of Accounts
- ✦ create, modify, find, edit, and delete General Ledger accounts
- ✦ save changes to company data files
- ✦ enter, adjust, and delete General Journal transactions
- ✦ create and recall memorized transactions
- ✦ produce a General Journal report
- ✦ backup company data
- ✦ change company information
- ✦ create and change inventory and service items
- ✦ run Inventory reports
- ✦ create and modify vendor records
- ✦ enter and modify bills
- ✦ write cheques
- ✦ issue and fill purchase orders
- ✦ receive items and bills
- ✦ pay vendor bills and print cheques
- ✦ run Vendor reports
- ✦ create new and modify existing customers
- ✦ enter new cash and credit sales invoices for customers
- ✦ issue and fill sales orders
- ✦ work with sales taxes
- ✦ record and modify payments received from customers
- ✦ record deposits of customer payments in order to update your bank balance
- ✦ process refunds and credits
- ✦ print invoices, and related forms for customers
- ✦ make deposits
- ✦ run customer reports
- ✦ set up the payroll module and preferences
- ✦ set up and modify the employee defaults
- ✦ create payroll items
- ✦ edit individual employee data
- ✦ add a new employee
- ✦ create and use payroll schedules
- ✦ produce and print payroll cheques and paystubs
- ✦ create payroll reports
- ✦ remit government and other payroll liabilities
- ✦ understand and work with the Report Centre
- ✦ run reports on accounts, inventory, customers, vendors, and employees
- ✦ run financial reports
- ✦ remit sales tax
- ✦ use the Calendar
- ✦ work with the Company Snapshot
- ✦ use the Reminders list
- ✦ verify data integrity
- ✦ understand year end procedures
- ✦ access the QuickBooks online version
- ✦ navigate in QuickBooks Online
- ✦ work with customers and suppliers in QuickBooks Online
- ✦ work with Employees in QuickBooks Online
- ✦ create reports in QuickBooks Online
- ✦ manage users in QuickBooks Online
- ✦ mobility features in QuickBooks Online

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## Courseware Outline

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### About This Courseware

Course Description  
Course Objectives  
Course Design  
Conventions and Graphics  
Overview

### Lesson 1: Getting Started

Lesson Objectives  
Managing QuickBooks Files  
Looking at the QuickBooks  
Screen  
The Chart of Accounts  
General Ledger Accounts  
QuickBooks Preferences  
Company Information  
Printing the Chart of Accounts  
Listing  
Using Dates in QuickBooks  
General Journal Transactions  
Backing Up QuickBooks Data  
Files  
Lesson Summary  
Review Questions

### Lesson 2: Inventory and Services

Lesson Objectives  
Inventory  
Managing the Inventory List  
Creating Inventory Accounts  
Creating Inventory Items  
Creating Service Items  
Inventory Reports  
Lesson Summary  
Review Questions

### Lesson 3: Vendors and Payables

Lesson Objectives  
Vendors  
Managing the Vendors List  
Making Purchases  
Understanding the Workflow  
Memorized Payment  
Transactions  
Creating Purchase Orders

Filling a Purchase Order  
Finding and Modifying Bills  
Paying Vendor Bills  
Printing Cheques  
Vendor Reports  
Lesson Summary  
Review Questions

### Lesson 4: Customers and Receivables

Lesson Objectives  
Customers  
Working with Price Level Lists  
Recording Sales  
Viewing, Adjusting and Deleting  
Sales Invoices  
Payments and Credits on  
Receivables  
Adjusting Payments  
Recording Deposits of Payments  
Customer Reports  
Lesson Summary  
Review Questions

### Lesson 5: Employees and Payroll

Lesson Objectives  
Payroll Overview and Set Up  
Payroll Item List  
Employee Centre  
Employee Records  
Maintaining Current Tax Tables  
Payroll Cheques and Paystubs  
Remitting Payroll Liabilities  
Creating Employee and Payroll  
Reports  
Lesson Summary  
Review Questions

### Lesson 6: Reporting, Miscellaneous and Year End Procedures

Lesson Objectives  
Creating and Printing Financial  
Reports  
Company Snapshot  
Using the Calendar

Reminders and Alerts  
Alerts

Managing Sales Tax  
Verifying Data Integrity  
Year-End Procedures  
Lesson Summary  
Review Questions

### Lesson 7: Introduction to QuickBooks Online

Lesson Objectives  
Introduction to QuickBooks  
Online  
Navigating QuickBooks Online  
Plus  
Chart of Accounts  
Customers  
Suppliers  
Employees  
Transactions  
Reports  
Mobility in QuickBooks Online  
Managing User Rights  
Lesson Summary  
Review Questions

### Appendices

Appendix A: Additional Exercises  
Appendix B: Glossary of Terms  
Appendix C: Index