

QuickBooks Premier 2016 – Level 1

MasterTrak™ Accounting Series

Course Description

QuickBooks Premier 2016 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.

Who Should Attend

People who have taken a Microsoft Windows - Level 1 and Accounting Fundamentals course, or have equivalent work experience.

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.

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

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"/> Payroll concepts |
| <input type="checkbox"/> debits and credits | <input type="checkbox"/> federal government remittance process for GST, PST and / or HST |
| <input type="checkbox"/> ledger accounts | |
| <input type="checkbox"/> entering journal transactions | |

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Courseware Outline

About This Courseware

- Courseware Description
- Course Objectives
- Course Design
- Conventions and Graphics

Lesson 1: Introduction

- 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 Items
- Creating Service Items
- Inventory Reports
- Lesson Summary
- Review Questions

Lesson 3: Vendors and Accounts Payable

- 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 Accounts Receivable

- 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 Period 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

Appendices

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