

QuickBooks Pro Introduction

3 Days (9am to 4pm)

Course Description

Small business owners can be overwhelmed by the money aspects of their enterprise. QuickBooks lets you focus on your job by minimizing the amount of time it takes to handle the financial side of things—and all with no accounting experience!

By the end of this course you will know how to create invoices, track expenses, handle your payroll, pay taxes, and work with your bank. So you can get back to what you do best.

Course Prerequisite: Knowledge of basic Windows use and ability to use keyboard and mouse.

Topics Covered

Getting Started

Updating QuickBooks
Payroll Subscription
Setting up a new Company
Chart of Accounts
Customers and Vendors
Program Preferences

Customers

Entering and Printing Invoices
Customizing the Invoice Template
Receiving Payments
Entering Credit Notes
Issuing Refunds

Vendors

Entering Bills
Credit Card Transactions
Entering Credits
Paying Bills

Employees

Running Payroll
(entering/printing cheques)
Government Remittances
T4's

Banking

Making Deposits
Bank Reconciliation

Taxes

Calculating and Paying HST

Reports

Running Reports
Setting Filters and Customizing
Exporting to Excel
Modifying and Memorizing Reports

Additional Topics

Using the Register
Finding Information
Making Journal Entries
Memorized Transactions

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
Computer Help is a division of MPM Skills Development Inc.
Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1
Phone: 416-494-4912, Fax: 416-494-9952, www.Computer-Help.ca
Classroom Locations: Toronto, North York, Mississauga, Newmarket

