

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

QuickBooks Pro 2007

Course Introduction

This course is designed for students who wish to use a computer system, i.e., QuickBooks Pro 2007, to handle daily bookkeeping transactions. The course reviews the fundamentals of computerized accounting and includes a brief section on "everything you need to know about accounting".

Students learn how to use the EasyStep Interview to create a company file, how to customize the Chart of Accounts for the company, manage lists (customer, vendor, item, employee and payroll), create business forms (invoices, cheques, cash sales receipts, credit memos and refunds), use registers, pay bills (using cheques, credit cards and petty cash), create reports (balance sheet, profit and loss, customer and vendor balance detail), and manage a payroll (add/edit employees, process pay cheques, run payroll reports, and manage the payroll liabilities). Students also perform several account reconciliations (chequing, credit card, and petty cash).

A Lab Exercise at the end of the course provides students with the opportunity to practice using the program. The course is presented using a combination of conceptual material, how-to procedures, and practical tasks, and emphasizes hands-on use and exploration of QuickBooks Pro 2007. In addition, a media component assists the student in quickly grasping the written concepts and performing the tasks with greater ease, thus retaining the knowledge gained.

Course Prerequisite(s)

Working knowledge of Windows.

Course Aim

To provide a basic understanding of computerized accounting and the skills needed to manage accounting records for a small company using QuickBooks Pro 2007 software.

Of Interest to

Those who wish to learn to manage the finances of a small company using Windows-based software.

Course Breakdown

Lesson 1:

Introducing QuickBooks; Starting and Exiting QuickBooks

Lesson 2:

Creating a QuickBooks Company

Lesson 3:

Using QuickBooks Lists; Adding Custom Fields; Managing Lists

Lesson 4:

Writing a QuickBooks Cheque

Lesson 5:

Using Other Account Types in QuickBooks; Working with Asset Accounts; Depreciating and Selling Fixed Assets

Lesson 6:

Using Sales Forms in QuickBooks

Lesson 7:

Recording Customer Payments; Making Deposits

Lesson 8:

Handling Bills in QuickBooks

Lesson 9:

Reports and Graphs

Lesson 10:

The Inventory Feature

Lesson 11:

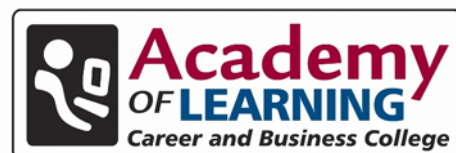
Overview of Sales Tax in QuickBooks

Lesson 12:

Overview of Payroll Tracking

Lesson 13:

Creating Jobs and Estimates



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QuickBooks Pro 2007

Lesson 14:

Tracking Time

Lesson 15:

About QuickBooks Forms

Lab Exercise

Course Notes

Course manual provided for on-going reference. Upon completion of the course, there is a final exam. Participants who receive 75% or higher on their exam will receive a certificate.



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