



the.ismaili  
CANADA

# QuickBooks Accounting and Bookkeeping – Basic

**Sunday, May 2: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET**

**Online via Zoom (The link will be sent to registered participants)**

**The fee for this course is \$10.00**

## Course Outline

### QuickBooks

- Using the QuickBooks menus and home page
- Creating and customizing a company file
- Setting essential preferences
- Setting up a chart of accounts
- Setting up customer, job, and vendor records
- Setting up items for services, products, time billed, and mileage
- Setting up sales tax, discounts, and other charges
- Understanding the difference between transactions such as bills, invoices, credit memos, sales receipts, statements, and journal entries
- Creating purchase orders and bills
- Invoicing customers
- Handling credits and refunds
- Receiving payments
- Depositing funds in a bank account
- Working with bank accounts, credit cards, and petty cash
- Recording journal entries
- Backing up and restoring a company file

### Bookkeeping

- Basics of the general journal and ledger
- Assets, liabilities, and owner's equity
- Revenue, expenses, and trial balance

**Prerequisite for this course: Participants must have a basic knowledge of accounting.**

**Registration for this course with pre-payment is required:**

<https://iicanada.org/form/quickbooks-accounting-bookkeeping-basic>

**A desktop version of QuickBooks (30-day trial) can be downloaded:**

<https://globalsmallbusiness.intuit.com/downloads/CA/QuickBooks/2021/dls/Latest/QuickBooksCA2021Trial.exe>

**For more information, please email: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net), or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039**