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**QuickBooks Accounting & Bookkeeping Basic**

**Saturday, December 4, 2021**

**9:00 AM-2:00 PM BC, 10:00 AM-3:00 PM Alberta, 12:00 Noon-05:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this full day information session is $10.00**

**Participants will acquire basic knowledge on how to effectively use**

**Quick Books Accounting & Bookkeeping Basic**

**Course Outline**

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| **Quick Books*** 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**
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**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Pre-Requirement for this course: Basic Knowledge of Accounting**

**(Desktop Version of QuickBooks 30 days Trial can be downloaded)**

[**https://globalsmallbusiness.intuit.com/downloads/CA/QuickBooks/2021/dls/Latest/QuickBooksCA2021Trial.exe**](https://globalsmallbusiness.intuit.com/downloads/CA/QuickBooks/2021/dls/Latest/QuickBooksCA2021Trial.exe)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/quickbooks-accounting-bookkeeping-basic-1**](https://iicanada.org/form/quickbooks-accounting-bookkeeping-basic-1)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***