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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** |

**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\*\***