

# **March 02-04-06: QuickBooks Accounting & Bookkeeping Basic**

## **Tuesday, Thursday & Saturday Evening Classes**

**5:00-7:00 PM BC, 6:00-8:00 PM Alberta, 8:00-10:00 PM Eastern Time**

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

**Fee for this Three Evening Information Session is \$10.00**

**Participants will acquire basic knowledge on how to effectively use  
Quick Books Accounting & Bookkeeping Basic**

### **Course Outline**

#### **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

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

**Advanced Registration with Pre-Payment Required. Click on this link to Register**  
**<https://iicanada.org/form/quickbooks-accounting-bookkeeping-basic>**

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)  
Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039  
\*\*Please visit the digital AI-Akbhar for more information\*\***