

# QuickBooks Pro 2007 – Level 1

## Course Description

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*QuickBooks Pro 2007 Level 1* teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, and Payroll. This course is geared towards someone who will primarily be doing data entry into QuickBooks.

## Basic Skills Checklist

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The following list summarizes skills learned in *Microsoft Windows – Level 1* that students should be comfortable with for this courseware. It is assumed that the student has completed or is familiar with accounting fundamentals. In addition, it is important to understand how a business functions to fully understand the concepts discussed.

Take a few minutes to review the following items to ensure you are familiar with them:

- |   |  |
|---|--|
| <input type="checkbox"/> moving around the screen                       | <input type="checkbox"/> running multiple programs   |
| <input type="checkbox"/> using the Start button                         | <input type="checkbox"/> using the Clipboard   |
| <input type="checkbox"/> using the Control button                       | <input type="checkbox"/> finding documents   |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders  |
| <input type="checkbox"/> getting Help in Windows                        | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard      | <input type="checkbox"/> working with the Explorer   |
| <input type="checkbox"/> accessing menus and making menu choices        | <input type="checkbox"/> emptying the Recycle Bin  |
| <input type="checkbox"/> using Windows programs                         | <input type="checkbox"/> preparing floppy disks  |
| <input type="checkbox"/> sizing and moving windows                      | <input type="checkbox"/> working with the Control Panel                                      |
| <input type="checkbox"/> using the scroll bars                          | <input type="checkbox"/> using the Print Manager   |
| <input type="checkbox"/> managing documents                             | <input type="checkbox"/> using TrueType fonts  |
| <input type="checkbox"/> using the toolbar and ruler                    | <input type="checkbox"/> using the Accessories   |

The following is a list of basic accounting terms that you should also be familiar with before taking this course:

- |  |   |
|--|---|
| <input type="checkbox"/> assets, liabilities, and equity | <input type="checkbox"/> posting transactions                             |
| <input type="checkbox"/> balance sheet                   | <input type="checkbox"/> entering payables and receivables transactions   |
| <input type="checkbox"/> trial balance                   | <input type="checkbox"/> inventory tracking                               |
| <input type="checkbox"/> income statement                | <input type="checkbox"/> provincial government remittance process for PST |
| <input type="checkbox"/> debits and credits              | <input type="checkbox"/> federal government remittance process for GST    |
| <input type="checkbox"/> ledger accounts                 |   |
| <input type="checkbox"/> entering journal transactions   |   |



# QuickBooks Pro 2007 – Level 1

## Courseware Outline

### About This Courseware

Courseware Description  
Course Objectives  
Course Design  
Conventions and Graphics

### Introduction

Objectives of Lesson 1  
Overview  
- What is QuickBooks?  
Looking at the QuickBooks Screen  
- Moving Around Dialog Boxes  
- Using the QuickBooks Menus  
- Using the QuickBooks Icon Bar  
The Chart of Accounts  
- How the Chart of Accounts Works  
- Account Type  
General Ledger Accounts  
- Creating GL Accounts  
- Modifying GL Accounts  
- Deleting or Removing GL Accounts

Company Information  
Printing the Chart of Accounts  
Using Dates in QuickBooks  
General Journal Transactions  
- Creating Journal Transactions  
- Creating Memorized Journal Transactions  
- Recalling Memorized Journal Transactions  
- Adjusting Previously Posted General Journal Entries  
- Reversing General Journal Entries  
- General Journal Report

Backing Up QuickBooks Data Files

Summary of Lesson 1  
Review Questions

### Inventory and Services

Objectives of Lesson 2  
Creating Inventory Accounts  
Creating Inventory Items  
Creating Service Items

Changing Inventory & Service Item Data  
Inventory Reports  
Summary of Lesson 2  
Review Questions

### Vendors and Accounts Payable

Objectives of Lesson 3  
Vendors  
- Creating Vendors Records  
- Modifying Vendors  
Making Purchases  
- Entering Vendor Bills  
- Writing Cheques  
Memorized Payment Transactions  
Creating Purchase Orders  
Filling a Purchase Order  
- Receiving Items  
- Receiving Vendor Bills  
Finding and Modifying Bills  
Paying Vendor Bills  
Printing Cheques  
Vendor Reports  
Summary of Lesson 3  
Review Questions

### Customers and Accounts Receivable

Objectives of Lesson 4  
Customers  
- Adding New Customers  
- Modifying Customer Information  
Recording Sales  
- Entering Sales Receipts  
- Entering Sales Orders  
- Entering Sales on Invoice  
Viewing, Adjusting and Deleting Sales Invoices  
Payments and Credits on Receivables  
- Receiving Payments  
- Refunds and Credits  
- Applying a Credit  
Recording Deposits of Payments  
Customer Reports  
Summary of Lesson 4  
Review Questions

### Employees and Payroll

Objectives of Lesson 5  
Payroll Overview and Set Up  
Employee Records  
- Creating Employee Defaults  
- Adding a New Employee  
- Editing Individual Employee Data  
Maintaining Current Tax Tables  
Payroll Cheques and Pay stubs  
- Produce Payroll Cheques  
- Printing Payroll Cheques  
- Printing Pay stubs  
Remitting Payroll Liabilities  
Creating Employee and Payroll Reports  
Summary of Lesson 5  
Review Questions

### Reporting, Miscellaneous & Year End Procedures

Objectives of Lesson 6  
Creating & Printing Financial Reports  
- Company & Financials  
- Accountant & Taxes  
Using the Reminders List  
Verifying Data Integrity  
Year End Procedures  
Summary of Lesson 6  
Review Questions

### Appendices

A Quick Review of Basics  
Setting Up New Company Data Files  
Practice Exercises  
Glossary of Terms  
Answers to Review Questions  
Index