

QuickBooks Online Level I

This class for those using the QuickBooks Online cloud-based version of the software concentrates on the most common topics that we see in NYC businesses. When you are finished with this class, you will be able to feel comfortable with the fundamentals of QuickBooks, such as how to set up a company, write checks, and enter invoices and payments. You will also understand general accounting procedures.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/quickbooks-online-level-1>



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Course Outline

Getting Started

- Starting QuickBooks
- Overview of the homepage and menu system

Setting Up a Company

- Creating a QuickBooks Company
- Modifying and Editing New Account in Charts of Accounts
- Entering Account Opening Balances

Working with List

- Entering Customers and Vendors
- Inventory Items, Sales Tax Items and Service Items
- Viewing the reminders list and the classifications list
- Creating QuickReports from Vendors, Customers and Charts of Accounts

Working with Bank Accounts

- Entering and Paying Bills
- Writing Checks
- Using Bank Account Registers
- Transferring Funds Between Accounts

Invoicing and Processing Payments from Customers

- Creating an Invoice
- Receiving Payments for Invoices
- Making Deposits

- Using Sale Receipt

Understanding the Process of Reconciliation

Reconciling Bank Accounts

Additional Fundamentals

Backing up and restoring data Entering Opening Balances