

# QuickBooks Online Level I

The QuickBooks class for those using QuickBooks Online cloud-based version of the software, concentrates on the most common topics that we see in NYC businesses using on a daily basis while using QuickBooks Online. When you are finished with this class you will be able to feel comfortable with the fundamentals of QuickBooks, set up a Company, write Checks, enter invoices and Payments, and you will also feel comfortable with general accountant terms and procedures. This class is perfect to accoun

**Group classes in NYC and on-site training is available for this course.**  
For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit:  
[careercenters.com/courses/quickbooks-online-level-1](https://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