

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 account

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

Contact

