

# QuickBooks Premier 2013 – Level 1

## Courseware Outline

---

### About This Courseware

Courseware Description  
Course Objectives  
Course Design  
Conventions and Graphics  
Overview

### Lesson 1: Introduction

Lesson Objectives  
Managing QuickBooks Files  
Starting QuickBooks Lesson Summary  
Opening and Restoring QuickBooks Files Review Questions

- To Start This Lesson

Looking at the QuickBooks Screen

- Using the QuickBooks Menus

Lesson Objectives  
Using the QuickBooks Icon  
BarBank Account Reconciliation  
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  
Lesson Summary  
Review Questions

### Lesson 2: Inventory and Services

- To Start This Lesson

Inventory

- Working with the Inventory Centre

Managing the Inventory List  
Creating Inventory Accounts  
Creating Inventory Items

- Item List
- Service Items
- Non-Inventory Items
- Inventory Part Items

Units of Measure  
Creating Service Items

- Managing Inventory and Service Item Data

Inventory Reports

Lesson Summary  
Review Questions

### Lesson 3: Vendors and Accounts Payable

Lesson Objectives  
Budgeting

- To Start This Lesson

Vendors

- Working with the Vendor Centre

Managing the Vendors List

- Creating Vendor Records
- Modifying Vendors
- Modifying a Credit Limit

Making Purchases  
Understanding the Workflow

- 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  
Lesson Summary  
Review Questions

### Lesson 4: Customers and Accounts Receivable

- To Start This Lesson

Customers

- The Customer Centre
- The Customer & Jobs List
- Modifying Customer Records

Working with Price Level Lists  
Recording Sales

- The Workflow
- Create 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

Adjusting Payments  
Recording Deposits of Payments  
Customer Reports  
Lesson Summary

Review Questions

### Lesson 5: Employees and Payroll

Lesson Objectives

- To Start This Lesson

Payroll Overview and Set Up

- Payroll Options

Payroll Item List  
Employee Centre  
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
- Creating Payroll Schedules
- Printing Payroll Cheques
- Printing Pay Stubs

Remitting Payroll Liabilities  
Creating Employee and Payroll Reports  
Lesson Summary  
Review Questions

### Lesson 6: Reporting, Miscellaneous and Year End Procedures

Lesson Objectives

- To Start This Lesson

Creating and Printing Financial Reports  
Company Snapshot  
Using the Calendar  
Reminders and Alerts  
Alerts  
Managing Sales Tax

- Handling GST/HST Remittances
- Handling and Remitting Provincial Sales Tax
- Verifying Data Integrity
- Year End Procedures

Closing the Books  
Closing Dates in QuickBooks  
Lesson Summary  
Review Questions

### Appendices

Appendix A: Practice Exercises  
Appendix B: Glossary of Terms  
Appendix C: Index