

QuickBooks Premier 2013 – Level 2

Courseware Outline

Lesson 1: Setting Up Data Files and Customizing Settings

Lesson Objectives
Creating a New Company Data File
Adding Bank Accounts
Entering Inventory and Opening Balances
QuickBooks Preferences
Entering G/L Account Opening Balances
Entering Additional Customers and Balances
Entering Additional Vendors and Balances
Entering Additional Inventory and Balances
Lesson Summary
Review Questions

Lesson 2: Banks and Credit Cards

Lesson Objectives
Bank Account Reconciliation
Online Banking with QuickBooks Set Up for Sales on Credit/Debit Card
Entering Sales on Credit Cards
Reconciling the Credit Card Account for Sales
Creating and Setting Up Credit Cards for Purchases
Enter Vendor Purchases on Credit Card

Debit Card Transactions
Reconciling the Credit Card Account for Purchases

Banking Reports
Lesson Summary
Review Questions

Lesson 3: Budgets, Classes, Inventory and Security

Lesson Objectives
Budgeting
Handling Accounting by Class
Managing Inventory
Adding Passwords and Security
Logging In as the System Administrator
Lesson Summary
Review Questions

Lesson 4: Additional Payroll Features

Lesson Objectives
Checking the Tax Tables
Payroll Item List
Pay Cheque Deductions
Employee Benefits
Updating Employee Payroll Records
Allocating Payroll Expenses to Classes
Generating a Payroll Run
Using Time Tracking
Remitting Payroll Deductions/Contributions
Employee Departures
Generating T4 Slips
Personal Tax Credits
Handling Direct Deposit
Lesson Summary
Review Questions

Lesson 5: Working with Foreign Currencies

Lesson Objectives
Dealing with Foreign Currency
Setting Up Foreign Currency
Setting Up a Foreign Currency Bank Account
Making Purchases in Foreign Currency
Pricing Inventory and Services
Setting Up for Sales to Foreign Customers
Foreign Currency Reporting
Lesson Summary
Review Questions

Lesson 6: Miscellaneous Items

Lesson Objectives
Preparing Customer Statements
Charging Interest on Overdue Accounts
NSF Cheques
Handling Bad Debts
Making Records Inactive
Handling WCB Premiums
Using Job Tracking
Customizing Your Reports
Accessing the QuickBooks Web Site
Lesson Summary
Review Questions

Appendices

Appendix A: Practice Exercises
Appendix B: Glossary of Terms
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