



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# QuickBooks Premier 2017: Level 1

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**Course Number:** 1763

**Course Length:** 2 days

## Course Content

### Lesson 1: Introduction

**Topic A:** Managing QuickBooks Files

**Topic B:** QuickBooks Screen

**Topic C:** The Chart of Accounts

**Topic D:** General Ledger Accounts

**Topic E:** Company Information

**Topic F:** General Journal Transactions

**Topic G:** Backing Up QuickBooks Data Files

### Lesson 2: Inventory and Services

**Topic A:** Inventory

**Topic B:** Creating Inventory Accounts

**Topic C:** Creating Inventory Items

**Topic D:** Creating Service Items

### Lesson 3: Vendors and Accounts Payable

**Topic A:** Managing the Vendors List

**Topic B:** Creating Vendor Records

**Topic C:** Entering Vendor Bills

**Topic D:** Writing Cheques

**Topic E:** Creating Purchase Orders

Filling a Purchase Order

Receiving Items

Receiving Vendor Bills

**Topic F:** Paying Vendor Bills

**Topic G:** Printing

### Lesson 4: Customers and Accounts Receivable

**Topic A:** The Customer & Jobs List

**Topic B:** Modifying Customer Records

**Topic C:** Working with Price Level Lists

**Topic D:** Create Sales Receipts

Entering Sales Orders

Entering Sales on Invoice

Viewing, Adjusting and Deleting Sales

Invoices

**Topic E:** Payments and Credits on Receivables

### Lesson 5: Employees and Payroll

**Topic A:** Set Up Payroll Options

**Topic B:** Payroll Item List

**Topic C:** Employee Centre

**Topic D:** Maintaining Current Tax Tables

**Topic E:** Payroll Cheques and Pay stubs

**Topic F:** Remitting Payroll Liabilities

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

**Topic A:** Creating and Printing Financial Reports

**Topic B:** Company Snapshot

**Topic C:** Managing Sales Tax

**Topic D:** Year-End Procedures

**Topic E:** Closing the Books