



# Transitions College

## of Business & Career Studies

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### QUICKBOOKS LEVEL 1

#### Description:

QuickBooks is one of Canada's leading accounting software programs. Its solutions are designed for the needs of freelancers, start-ups, consultants and small to medium-size businesses. QuickBooks Accounting Software (produced by Intuit) is used by over 4 million businesses worldwide.

#### Details:

- Total of 30 hours over 2 weeks (8:30am – 11:30am, Monday through Friday)
- A minimum enrollment of 3 students is required to hold this program
- This program does not require approval under the *Private Career Colleges Act, 2005*

#### QuickBooks Level 1 Topics Include:

- Create a company database file and efficiently navigate in QuickBooks
- Modify the Chart of Accounts, use linked accounts and generate General Ledger related reports
- Create vendors, enter invoices, payments, related documents and generate reports in Accounts Payable
- Create customers, enter invoices, receipts, related documents and generate reports in Accounts Receivable
- Enter historical data, perform transaction inquiries and enter common transactions in various modules
- Set up bank accounts, enter deposits and transfers, reconcile an account and generate bank related reports
- Perform periodic processing including file backups and generating key reports at various times in a year
- Generate, print, analyze and customize relevant reports and forms
- Use management tools to analyze business performance

#### Prerequisites:

- Minimum 18 years of age
- Must have basic computer skills
- Previous accounting or bookkeeping knowledge is necessary

