

# QuickBooks Online Level I

When you are finished with this class you will feel comfortable with the fundamentals of QuickBooks, and be able to set up a company, write checks, and enter invoices and payments. You will also be familiar with general accounting terms and procedures. This class is perfect for accountants who use QuickBooks or have clients who use it, small business owners, sole proprietorship and S-Corps, and administrative or executive assistants.

Group classes in NYC and onsite training is available for this course. For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: <https://training-nyc.com/courses/quickbooks-online-level-1>



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## 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