



CONTINUING EDUCATION

Course Outline

QuickBooks for Small Business Level 1

Learn about the tasks necessary for mastering the essentials of QuickBooks. Topics include setting up a company and chart of accounts; differences between balance sheets and profit and loss statements; creating customer invoices, credit card transactions and sales tax; exploring vendor bill payment methods; QuickBooks banking, transaction types and reports; and discussion of Washington State case studies. This course utilizes the desktop version of QuickBooks.

Who Should Take This Course?

This course is for individuals who want to learn the most popular and easiest-to-use accounting software for small-to-medium-sized businesses. It's also ideal if starting your own business or keeping the books for several other companies.

Course Objectives

- Discuss basic accounting principles
- Manage basic QuickBooks files
- Plan and create a company
- Customize company files
- Complete customer and vendor transactions
- Work with the Customer Center and reports
- Manage the vendor list and produce reports
- Use a range of QuickBooks banking features
- Set-up users
- Correct transaction errors
- Reconcile accounts
- Close the books

Course Info

- Length: 12 hours
- Format: Classroom instruction, demonstration, and hands-on training
- Prerequisite: Students should know basic business practices and have Microsoft Windows proficiency.

Course Content

Introducing QuickBooks Pro (Desktop Version)

- Presenting QuickBooks Pro
- Understanding basic accounting
- Managing basic QuickBooks files
- Backing up and updating your company file

Creating a Company

- Planning and creating a company
- Editing your QuickBooks preferences
- Customizing a company file
- Working with opening balances and historical transactions
- Finding help in QuickBooks
- Setting up users
- Closing the books and running list reports

Working with Customers

- Working with the Customer Center
- Understanding and creating items
- Creating invoices
- Receiving payments
- Entering sales receipts
- Dealing with oops in customer transactions
- Working with customer-related reports

Working with Vendors

- Exploring the Vendor Center
- Entering bills
- Paying bills
- Writing and printing checks
- Dealing with oops in vendor transactions
- Producing vendor and P&L reports

Banking with QuickBooks

- Creating bank accounts
- Making deposits
- Moving funds between accounts
- Managing credit and debit card transactions
- Dealing with bounced checks
- Reconciling accounts
- Dealing with oops in banking transactions

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.