

Course Outline

TOPICS COVERED

- Introduction to Bookkeeping
- Accounting Basics
- Getting Started With QuickBooks Online
- Centers and Lists
- Bank Accounts
- Recording Expenses and Deposits/Bills
- Credit Cards and Loans
- Sales Receipts
- Invoices, Estimates, and Customizing Sales Forms
- Bills to Customers and Customer Credits
- Sales Taxes and Reports
- Midterm Exam
- Production Services Menu
- My Financials Menu
- Managing Projects and Sales
- Payroll
- Fixed Assets and Loans
- Business Entities and Owner Transactions
- Banking Rules, Deposits, and Payments
- Admin Tools and Reports in the Cloud
- Starting a Bookkeeping Business
- Your Future: Growth and Opportunities and Future Opportunities (Optional Lesson)