

Preface

COURSE DESCRIPTION



Mastering the fundamentals of bookkeeping is an important skill for any student looking to pursue a career in bookkeeping, accounting, or as a business accounting specialist. *QuickBooks® Online: A Guide for Canadian Small Business* teaches students how to confidently perform daily bookkeeping tasks in QuickBooks Online and builds a strong foundation of basic accounting principles. Our step-by-step approach to learning the key bookkeeping activities for Canadian small businesses means students will complete the course with industry-recognized skills in bookkeeping and accounting fundamentals. This course will provide examples using Canadian context, including currency with applicable tax programs and rates (HST, GST, etc.), payroll liability accounts and deductions, and supplier and customer information.

COURSE LEARNING OUTCOMES

After completing this course on QuickBooks Online, students will be able to do the following:

- Complete activities in the general ledger and journal
- Maintain supplier, customer, and inventory transactions
- Complete period-end procedures and bank reconciliations
- Customize files, screens, and reports
- Set up and manage employee payroll
- Track time for employees and projects

COURSE DESIGN

QuickBooks® Online: A Guide for Canadian Small Business is designed for instructor-led training using a step-by-step walkthrough of each lesson. Lecture topics provide comprehensive instruction on how a business would perform its daily transactions using the four (4) procedure areas: New Company Setup, Lists/ Centres, Activities, and Reports. The topics presented in each lesson build on the topics covered in the previous sections.

This course is organized in the following manner:

- Lesson Outline
- Learning Outcomes
- Lesson Introduction

- Scenario
 - Practical Lesson Activities
 - Reports
- Double-Entry Accounting Review
- Review Your Knowledge: Procedure Quick Check
- Demonstrate Your Knowledge: Case Problem Scenario
- Test Your Knowledge: Review Questions

KEY FEATURES

Lesson Outline and Outcomes provide an overview of the skills covered and an outline of the learning goals in the lesson

Software Screen Captures reinforce learning visually as students work through the lesson activities.

INSIGHT
If inventory is purchased with cash instead of on account, ensure that the Item details are also designated at the bottom of the screen.

ACTION
Create bill (dropdown arrow)
Create expense
Write cheque
Create purchase order
Make inactive

Insights boxes throughout the lessons provide helpful suggestions to students as they work with the software.

Key Terms provide a quick, in-lesson reference to important terms that build student confidence with QuickBooks vocabulary.

Glossary terms at the end of the book serve as an excellent reference for vocabulary as students move through the course.

Double-Entry Accounting Review provides a clear summary of each transaction as it relates to the double-entry accounting system using debits and credits.

Review Your Knowledge: Procedure Quick Check

provides a clear and concise summary of the QuickBooks steps discussed in the lesson. Students can quickly flip to these pages when they practise what they have learned using the colour banner on the page.

LESSON 1 Introduction to QuickBooks® Online and Accounting Basics 17

REVIEW Your Knowledge **PROCEDURE QUICK CHECK**

Sample company walk-through:

1. Open an internet browser, type and search for quickbooks.intuit.com/learn-support/en-ca.
2. In the search bar, type and search for "test drive file."
3. Select the first applicable option.
4. Click the hyperlink for "Canada English sample file."
5. A security verification window may appear. Click the checkbox to indicate you are not a robot.
6. The sample company file for *Long for Success – Event Planning* should open.

Register for QuickBooks Online:

1. Using a web browser, type and search for intuiteducation.ca.
2. Click For Students.
3. Click Sign up for free.
4. Fill in the *Student Registration* page using your details.
5. Click Verify and Continue.
6. After the verification process, create your QuickBooks Online student account.
7. To open QuickBooks Online, use your web browser to search and navigate to qbo.intuit.com.
8. Enter your email or User ID and Password.
9. Click Sign In.
10. At this time, QuickBooks will ask a series of questions to complete the basic company setup.
11. Enter the company information.
12. What is your role at your business? Select *Bookkeeper*.
13. Do you have an accountant or bookkeeper? Select *No, I do it by myself*.
14. Click Next.
15. What would you like to do in QuickBooks? Select all items.
16. Click Next.
17. Do you have any employees? Select *Yes*.
18. How do you want to track your income and expenses? Select *Manually add transactions*.
19. Click All Set.
20. QuickBooks will now display the software dashboard page.

Demonstrate Your Knowledge: Case Problem Scenario provides users with the opportunity to complete case problems that apply to topics in the lesson. Reports can be generated at the end of the case problem for instructor assessment.

Test Your Knowledge: Review Questions provides users with quiz-type questions to further assess their knowledge of the topics in the lessons.

Unit Projects allow students to apply their learning by completing a larger project and submit it for grading. Unit projects are culminating assignments; Unit 1 Project covers Lessons 1-5 and Unit 2 Project covers Lessons 6-10.

CLASSROOM SETUP

This course is intended to be completed on any computer using a cloud-based software system. Students can use a lab computer or their own laptop.

Minimum System Requirements

- Windows PC: Windows 7 or newer, Intel Core i3 or a comparable processor (2013 or newer) with at least 2GB of RAM
- Mac: OS X "El Capital" 10.11 or newer
- Internet connection: 1.5 Mbps

Supported Browsers – QuickBooks Online is accessed and used in a web browser. QuickBooks Online supports the following browsers:

- Google Chrome
- Mozilla Firefox (Note: To preview and print forms on Mac OS, you'll also need the Firefox PDF plugin.)
- Microsoft Edge
- Safari 11 or newer (Mac only)

STUDENT RESOURCES

The student resources available for this course will include:

- Practical lesson activities that reinforce lesson content.
- Demonstration activities that will allow students to put what they have learned into practice.

INSTRUCTOR RESOURCES

The instructor resources available for this course will include:

- Answer files for the practical lesson and demonstration activities (Case problem scenarios) in the form of excel files for each report
- Answer files for the review questions
- Lesson plans that will outline each lesson topic and outcomes. They will provide the instructor with some tips on how to conduct the lesson and mark for assessment.

About the Author

Jennifer Labatte is a program coordinator and professor in the Office Administration programs at Durham College in Oshawa/ Whitby, Ontario. Jennifer received her dual Bachelor's degree in Business Administration and Computer Studies from Trent University in Peterborough, Ontario, and her Master of Education from D'Youville College in Buffalo, NY. Since starting at Durham College, Jennifer has taught many courses throughout the programs including financial administration in the office environment, accounting for office administrators, and introduction to bookkeeping. She has also worked for several organizations utilizing various accounting software programs, ultimately leading to her enthusiasm for using and teaching QuickBooks.

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