

# 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 vendor and customer information.

## COURSE LEARNING OUTCOMES

After completing this course on QuickBooks 2020, students will be able to do the following:

- Complete activities in the general ledger and journal
- Maintain vendor, 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 jobs

## 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:

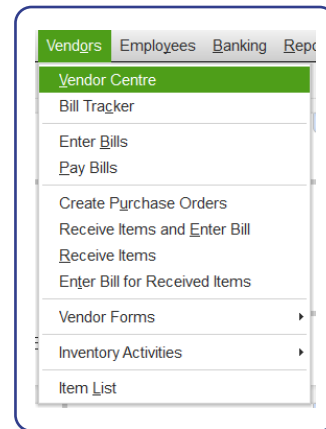
- Lesson Outline
- Learning Outcomes
- Lesson Introduction

- 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

It does not matter which one you choose. They will both take you to the Vendor Centre. Use the access point that makes the most sense to you.

**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 # Chapter Title 5

REVIEW  
Your Knowledge
PROCEDURE QUICK CHECK

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**Access the Vendor Centre:**

1. There are default two (2) ways to access the Vendor Centre – from the Home Page (click the little light blue box Vendors hyperlink) or select Vendor Centre from the vendor drop-down menu. You may also set up the My Shortcuts section to include the Vendor Centre.
2. Review the Vendor Centre. You will notice that the vendors added in Lesson 3 are listed on the left-hand side of the window. From the *Vendor Centre window*, you can add new vendors, delete old ones and edit vendor files as needed. You can also initiate transactions for vendors; however, this lesson will cover these steps through an alternate procedure.
3. Double-click the name in the list or click the pencil icon at the top right-hand corner to view a specific vendor. Once you are in the vendor file window, you will be able to view and change information if required.

**Add a new vendor:**

1. Access the Vendor Centre.
2. At the *Vendor Centre window*, click the *New Vendor* button and select *New Vendor*. The *New Vendor window* will open.
3. Enter the details for the new vendor.
4. Click the *Payment Settings* tab and enter data.
5. Click the *Account Settings* tab and enter data.
6. If the information is correct, click *Save & Close*.
7. If the vendor information is correct on the *Account Settings* tab, click *OK*.

**Edit a vendor:**

1. To edit the vendor – double-click the name in the list or click the pencil icon at the top right-hand corner.
2. Edit the data required. Click *OK*, if the information is correct.

**Delete a vendor:**

1. At the *Vendor Centre window*, select the vendor name (so that it is highlighted in green), but do not open.
2. Right-click the vendor name and select *Delete Vendor*.
3. At the warning pop-up, click *OK* to delete the vendor file.

**Enter a bill on account:**

1. On the Home Page, click the *Enter Bills* icon. Alternatively, at the main menu bar, click *Vendors* and then select *Enter Bills*.
2. At the *VENDOR* field, click on the drop-down arrow to display the vendor list.
3. In the *DATE* field, select the date using the calendar icon.
4. In the *REF. NO.* field, enter ###.

**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
- 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.

## ACKNOWLEDGEMENTS

Firstly, I could not imagine that I was capable of such a feat, but I did it. It was not as hard as I thought, possibly because I have such a passion for the topic.

Next I would like to recognize all of the people who have made this textbook a reality. Thank you very much to the Northrose team including Jim Rozsa, Managing Director, for your encouragement from day one and for publishing

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