



## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – WINTER 2020

OA1440 QUICKBOOKS A3 – 3 (3-0-1.5) 67.5 HOURS, 15 WEEKS

MONDAY WEDNESDAY 1:00 – 2:20 PM E306

FRIDAY 2:30- 3:50 Room E306

**Instructor** Dawn Greig **Phone** 780 – 539-2873 (office)  
**Office** C203 **E-mail** dgreig@gprc.ab.ca  
**Office Hours** Monday & Wednesday 10:00 – 11:30 a.m. or anytime by appointment

### CALENDAR DESCRIPTION:

This is a comprehensive course teaching accounting concepts in a software environment. Students will use QuickBooks Premiere to go through step-by-step basic to complex tasks for service and merchandising businesses. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts. You will know QuickBooks and be able to use it in the workplace including advanced features such as year-end procedures, tracking time, job costing, integration with Excel and Outlook and other.

### PREREQUISITE(S)/COREQUISITE: OA1310

### REQUIRED TEXT/RESOURCE MATERIALS:

Heaney, C. (2018). *Using QuickBooks Premier Premier 2017 for Windows*. Toronto: Pearson Canada.



### DELIVERY MODE(S): Lecture / Lab

### COURSE OBJECTIVES:

The student will be able to use QuickBooks Premiere to:















1. Open, save and back up data files
2. Customize preferences and create a chart of accounts
3. Modify and print financial reports
4. Enter, edit and review journal entries
5. Create new customer and vendor records
6. Enter, edit and review customer and vendor transactions

7. Set up new company files
8. Process payroll and inventory transactions
9. Track time
10. Complete general accounting end-of-period procedures
11. Integrating QuickBooks with Excel and Outlook
12. Use the QuickBooks calendar and notes
13. Track time and job costs
14. Use the QuickBooks Shipping Manager
15. Adjust pricing levels
16. Set up and complete batch invoicing
17. View QuickBooks On-Line
18. Administer GST, HST and Provincial Sales Tax
19. To provide opportunities for students to think critically, develop good language and communications skills in the accounting environment, recognize career opportunities in the area of computerized accounting.

## **LEARNING OUTCOMES:**








### **CHAPTER 1: GETTING STARTED**

After completing this chapter, you should be able to:

-  Use the QuickBooks data files on the Data DVD
-  Access QuickBooks data files
-  Update your QuickBooks company file
-  Understand the QuickBooks Home page
-  Understand QuickBooks Centers
-  Use QuickBooks lists
-  Use QuickBooks Insights tab
-  Use QuickBooks keyboard shortcuts
-  Change QuickBooks keyboard short cuts
-  Change QuickBooks preference settings
-  Access Help, Live Community, and Support
-  Backup and verify a data file
-  Restore a data file from a backup
-  Finish a QuickBooks session

### **CHAPTER 2: CASH TRANSACTIONS – CHELSEA’S CHOCOLATES**

After completing this chapter, you should be able to:

-  Write cheques to vendors for purchases
-  Enter sales receipts to customers
-  Customize QuickBooks forms
-  Add an icon to the Icon bar
-  Add new vendors and customers
-  Correct cheques and receipts before recording
-  Review transactions journals after recording transactions

- 📌 Edit sales receipts and cheques after recording
- 📌 Display and print reports
- 📌 Display and print graphs

### **CHAPTER 3: GENERAL JOURNAL – BOB’S BOOKROOM**

- 📌 After completing this chapter, you should be able to:
- 📌 Enter journal transactions in the Account Register
- 📌 Enter transaction in the General Journal
- 📌 Create new General Ledger accounts
- 📌 Edit General Journal entries before recording
- 📌 Review General Journal entries after recording transactions
- 📌 Correct General Journal entries after recording
- 📌 Use the QuickBooks calculator in journal entries
- 📌 Display and print General Ledger reports
- 📌 Modify and memorize reports

### **CHAPTER 4: CREATING A NEW COMPANY (NON PROFIT) – RIVER RUN**

After completing this chapter, you should be able to:

- 📌 Set up new company files from manual accounting records
- 📌 Create a Chart of Accounts
- 📌 Understand and use different account types
- 📌 Enter opening balances for accounts
- 📌 Create customer records
- 📌 Create vendor records
- 📌 Customize QuickBooks preferences for a company
- 📌 Create items
- 📌 Edit and delete records
- 📌 Make accounts and vendors inactive
- 📌 Define a new sales tax
- 📌 Delete default payment terms and methods
- 📌 Edit customer messages

### **CHAPTER 5: VENDOR TRANSACTIONS – JUST A BUCK**

After completing this chapter, you should be able to:

- 📌 Enter bills from vendors for purchases
- 📌 Enter payment to vendors
- 📌 Edit vendor transactions before recording
- 📌 Create complete new vendor records
- 📌 Review vendor transactions after recording transactions
- 📌 Memorize recurring transactions
- 📌 Find previously recorded transactions
- 📌 Use memorized transactions
- 📌 Edit memorized transactions
- 📌 Enter receipts for multiple items
- 📌 Correct bills after recording

- 📌 Correct payments after recording
- 📌 Print cheques
- 📌 Display and print vendor reports and graphs

## **CHAPTER 6: CUSTOMER TRANSACTIONS – MALIN’S MAKEOVERS**

After completing this chapter, you should be able to:

- 📌 Enter invoices for customer sales
- 📌 Enter customer payments
- 📌 Add complete new customer records
- 📌 Deposit customer payment in a bank account
- 📌 Print sales invoices
- 📌 Print mailing labels
- 📌 Enter NSF cheques from customers
- 📌 Print customer statements
- 📌 Correct sales invoices after recording
- 📌 Correct receipts after recording
- 📌 Display and print customer and sales reports and the sales graph

## **CHAPTER 8: BANKING, TAXES, AND CREDIT CARDS – CURLY’S CABINETS**

After completing this chapter, you should be able to:

- 📌 Deposit sales receipts in multiple bank accounts
- 📌 Use account numbers
- 📌 Enter credit card purchases
- 📌 Pay credit card accounts
- 📌 Remit sales taxes
- 📌 Assess finance charges
- 📌 Transfer funds between bank accounts
- 📌 Reconcile bank and credit card accounts
- 📌 Make end-of-period adjusting journal entries
- 📌 Close the books at the end of a fiscal year
- 📌 Display and print banking and tax reports
- 📌 Enter closing date passwords
- 📌 Enter transactions for a previous fiscal period

## **CHAPTER 9: COMPANY SET UP – DARYA’S DANCE STUDIO**

After completing this chapter, you should be able to:

- 📌 Set-up a new QuickBooks company file
- 📌 Convert manual accounting records to QuickBooks
- 📌 Create a Chart of Accounts with opening balances
- 📌 Understand and add different account types
- 📌 Enter opening balances for income and expense accounts
- 📌 Customize QuickBooks preferences
- 📌 Create customer records with opening balances
- 📌 Create vendor records with opening balances
- 📌 Understand and add different types of items

- 📌 Set up and edit terms for vendors and customers
- 📌 Set up finance charges for customers

## **CHAPTER 10: PAYROLL TRANSACTIONS –SCOTT’S TOTAL CONCEPTS**

After completing this chapter, you should be able to:

- 📌 Prepare pay cheques for hourly and salaried employees
- 📌 Enter time take for employee sick leave
- 📌 Release accrued vacation pay and time
- 📌 Pay and recover advances to employees
- 📌 Pay payroll liabilities
- 📌 Edit and review payroll transactions
- 📌 Record sales reps on invoices to track commissions
- 📌 Correct payroll journal entries after saving
- 📌 Understand automatic payroll deductions
- 📌 Pay sales commissions to employees
- 📌 Display and print payroll reports

## **CHAPTER 11: INVENTORY TRANSACTIONS - SPARKLES**

After completing this chapter, you should be able to:

- 📌 Sell inventory items
- 📌 Purchase and order inventory items
- 📌 Enter sales returns and credits
- 📌 Enter purchase returns and credits
- 📌 Adjust inventory for losses
- 📌 Assemble inventory items
- 📌 Apply discounts to invoice subtotal amounts
- 📌 Handle transactions for insufficient inventory
- 📌 Display and print inventory reports

## **CHAPTER 12: PAYROLL & INVENTORY SET UP – CONTRE LE VENT**

After completing this chapter, you should be able to:

- 📌 Opening a new company
- 📌 Setting and changing preferences
- 📌 Creating the Chart of Accounts
- 📌 Creating vendor records and adding payment terms
- 📌 Creating Customer Records
- 📌 Creating inventory items
- 📌 Creating Payroll items
- 📌 Entering employees
- 📌 Adjusting opening balances
- 📌 Editing lists
- 📌 Creating payment methods

## **CHAPTER 13 PRACTICE APPLICATION – MELODY MUSIC**

After completing this chapter, you should be able to:

- 📌 Set up company file including payroll, employee profiles, TD1 information, and inventory

- 📌 Set-up a new QuickBooks company file
- 📌 Convert manual accounting records to QuickBooks
- 📌 Create a Chart of Accounts with opening balances
- 📌 Understand and add different account types
- 📌 Enter opening balances for income and expense accounts
- 📌 Customize QuickBooks preferences
- 📌 Create customer records with opening balances
- 📌 Create vendor records with opening balances
- 📌 Understand and add different types of items
- 📌 Set up and edit terms for vendors and customers
- 📌 Set up finance charges for customers

## GRADING CRITERIA:

| Chapter | Company Name          | Topic                         | Weighting |
|---------|-----------------------|-------------------------------|-----------|
| 2       | Chelsea's Chocolates  | Cash Transactions             | 5%        |
| 3       | Bob's Bookroom        | General Journal Transactions  | 5%        |
| 4       | River Run             | Creating a New Company        | 5%        |
| 5       | Just a Buck           | Vendor Transactions           | 5%        |
| 6       | Malin's Makeovers     | Customer Transactions         | 5%        |
| 8       | Curly's Cabinets      | Banking, Taxes & Credit Cards | 5%        |
| 9       | Darya's Dance Studio  | Company Setup                 | 5%        |
| 10      | Scott's Total Concept | Payroll Transactions          | 5%        |
| 11      | Sparkles              | Inventory Transactions        | 5%        |
| 12      | Contre le Vent        | Payroll & Inventory Set-up    | 20%       |
| 13      | Melody Music Centre   | FINAL Practice Application    | 35%       |
|         |                       | TOTAL                         | 100%      |

This course has a final practical exam component. Late assignments will result in a grade of 0 unless prior arrangements have been made with your instructor. Grades will be assigned on the alpha grading system. **All assignments must be completed in order to receive credit in this course.**

**GRANDE PRAIRIE REGIONAL COLLEGE****GRADING CONVERSION CHART**

| <b>Alpha Grade</b>   | <b>4-point Equivalent</b> | <b>Percentage Guidelines</b> | <b>Designation</b>                         |
|----------------------|---------------------------|------------------------------|--|
| <b>A<sup>+</sup></b> | <b>4.0</b>                | <b>90 – 100</b>              | <b>EXCELLENT</b>                           |
| <b>A</b>             | <b>4.0</b>                | <b>85 – 89</b>               |  |
| <b>A<sup>-</sup></b> | <b>3.7</b>                | <b>80 – 84</b>               | <b>FIRST CLASS STANDING</b>                |
| <b>B<sup>+</sup></b> | <b>3.3</b>                | <b>77 – 79</b>               |  |
| <b>B</b>             | <b>3.0</b>                | <b>73 – 76</b>               | <b>GOOD</b>                                |
| <b>B<sup>-</sup></b> | <b>2.7</b>                | <b>70 – 72</b>               |  |
| <b>C<sup>+</sup></b> | <b>2.3</b>                | <b>67 – 69</b>               | <b>SATISFACTORY</b>                        |
| <b>C</b>             | <b>2.0</b>                | <b>63 – 66</b>               |  |
| <b>C<sup>-</sup></b> | <b>1.7</b>                | <b>60 – 62</b>               |  |
| <b>D<sup>+</sup></b> | <b>1.3</b>                | <b>55 – 59</b>               | <b>MINIMAL PASS</b>                        |
| <b>D</b>             | <b>1.0</b>                | <b>50 – 54</b>               |  |
| <b>F</b>             | <b>0.0</b>                | <b>0 – 49</b>                | <b>FAIL</b>                                |
| <b>WF</b>            | <b>0.0</b>                | <b>0</b>                     | <b>FAIL, withdrawal after the deadline</b> |

In order to receive credit for Business Administration and Office Administration first year courses, **you must achieve 50 percent on the final examination or final project**, and a course composite grade of at least D (50%).

Grades will be assigned on the Letter Grading System.

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

## COURSE SCHEDULE & TENTATIVE TIMELINE:

| Week    | Activity  | Due   |
|---------|---|---|
| 1       | Introduction to QuickBooks Premiere<br>Course Outline<br><br><i>Read Chapter 2 Chelsea's Chocolates pg 51-54 For Next Class</i> |   |
| 2       | Cash Transactions<br><i>Chapter 2 Chelsea's Chocolates</i>  | Friday January 17 <sup>th</sup> at 3:50 p.m.  |
| 3       | General Journal Transactions<br><i>Chapter 3 Bob's Bookroom</i>   | Friday January 24 <sup>th</sup> at 3:50 p.m.  |
| 4       | Creating a New Company<br><i>Chapter 4 River Run</i>  | Friday January 31 <sup>st</sup> at 3:50 p.m.  |
| 5       | Vendor Transactions<br><i>Chapter 5 Just a Buck Vendor Transactions</i>   | Friday February 7 <sup>th</sup> at 3:50 p.m.  |
| 6       | Customer Transactions<br><i>Chapter 6 Malin's Makeovers</i>   | Friday February 14 <sup>th</sup> at 3:50 p.m. |
| 7       | <b>WINTER BREAK NO CLASSES February 17 - 21</b>   |   |
| 8       | Banking, Taxes & Credit Cards<br><i>Chapter 8 Curly's Cabinets</i>  | Friday February 28 <sup>th</sup> at 3:50 p.m. |
| 9       | Company Set Up<br><i>Chapter 9 Darya's Dance Studio</i>   | Friday March 6 <sup>th</sup> at 3:50 p.m.     |
| 10      | Payroll Transactions<br><i>Chapter 10 Scott's Total Concepts</i>  | Friday March 13 <sup>th</sup> at 3:50 p.m.    |
| 11      | Inventory Transactions<br><i>Chapter 11 Sparkles</i>  | Friday March 20 <sup>th</sup> at 3:50 p.m.    |
| 12 - 13 | Payroll & Inventory Set-up<br><i>Chapter 12 Contre le Vent</i>  | Wednesday April 1 <sup>st</sup> at 1:00 p.m.  |



| Week   | Activity  | Due  |
|--|---|--|
| 13-15  | <i>Chapter 13 Melody Music Center Practice</i><br><i>FINAL PROJECT</i>                                      | All remaining class time will be dedicated to this final project                                       |
| 15 or 16   | Final Exam Week – To Be Announced<br><b>Final Project Due at the end of the scheduled 3 hour final exam</b> | Scheduled Final Exam used to complete final project. Must be completed by end of scheduled final exam. |
| <b>Congratulations You are now a QuickBooks user</b> |   |  |

