



QUICKBOOKS INTRODUCTION

COURSE DURATION: 1 DAY

PREREQUISITES: WINDOWS OR EQUIVALENT KNOWLEDGE

Getting Started

- Starting QuickBooks
- Introduction to QuickBooks
- Using the Navigators List
- Using the Menu Bar
- Using the Icon Bar
- Setting up QuickBooks on a Network
- Learning Common Business Terms
- Exiting QuickBooks

Setting Up a Company

- Creating a QuickBooks Company
- Using the Chart of Accounts
- Entering Account Opening Balances

Working with Lists

- Creating Company Lists
- Working with the Customer: Job List
- Working with the Employee List
- Working with the Vendor List
- Adding Customized Fields
- Managing Lists

Setting up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

Selling Your Products

- Creating Invoices
- Making Cash Sales

Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

Payment Processing

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds between Accounts
- Reconciling Checking Accounts

Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

EasyStep Interview

- Using the EasyStep Interview

Online Banking

- Setting up an Internet Connection
- Activating Accounts
- Reading Online Statements
- Creating Online Payments
- Submitting Online Payments
- Transferring Funds Online
- Sending E-Mail