



QuickBooks Desktop

Course #: QB-020 **Duration:** 2 days

Prerequisites

None

Details

This two-day course is designed for non-accountant, small business owners and managers who need to learn how to do accounting using QuickBooks Desktop (please see our [QuickBooks Online course](#) if you use the online edition of the product). On the first day, students learn how to set up a company, work with critical lists, including the Chart of Accounts, set up bank feeds, and manage all aspects of sales, including customers, invoices, and payments.

On the second day, students learn how to manage all aspects of expenses, including vendors, bills, and payments, how to work with projects, handle budgeting, set up employees, process payroll and run reports. Each student receives an excellent course manual for after-class reference.

Software Needed

Any Desktop Edition of QuickBooks 2017 or later (QuickBooks Pro will be used in class for all demonstrations)

Outline

QuickBooks Desktop

- **Getting Started**
 - Starting QuickBooks
 - Setting QuickBooks Preferences
 - Identifying Components of the QuickBooks Operating Environment
 - Using QuickBooks Help
 - Identifying Common Business Terms
 - Setting Up QuickBooks in Multi-User Mode
 - Updating QuickBooks
 - Backing Up and Restoring a Company File
 - Exiting QuickBooks
 - Review
- **Setting Up a Company**
 - Creating a QuickBooks Company
 - Using the Chart of Accounts
 - Setting Up a Password
 - Setting a Closing Date
 - Review

- **Working with Lists**
 - Creating Company Lists
 - Working with the Customers & Jobs List
 - Working with the Employees List
 - Working with the Vendors Lis
 - Working with the Items List
 - Working with Other Lists
 - Managing Lists
 - Review
- **Setting Up Inventory**
 - Entering Products into Inventory
 - Ordering Products
 - Receiving Inventory
 - Paying for Inventory
 - Manually Adjusting Inventory
 - Review
- **Selling Your Product**
 - Creating Product Invoices
 - Applying Credit to Invoices
 - E-mailing Invoices
 - Setting Price Levels
 - Making Cash Sales
 - Review
- **Invoicing for Services**
 - Setting Up a Service Item
 - Changing the Invoice Format
 - Creating a Service Invoice
 - Topic 6D: Editing an Invoice
 - Voiding an Invoice
 - Deleting an Invoice
 - Entering Statement Charges
 - Creating Billing Statements
 - Review
- **Processing Payments**
 - Displaying the Open Invoices Report
 - Using the Collections Center
 - Receiving Payments for Invoices
 - Making Deposits
 - Handling Bounced Checks
 - Review
- **Memorizing Transactions**
 - Entering a New Memorized Transaction
 - Editing a Memorized Transaction
 - Deleting a Memorized Transaction
 - Grouping a Memorized Transaction
 - Using a Memorized Transaction
 - Printing the Memorized Transaction List
 - Review
- **Customizing Forms**
 - Creating a Custom Template
 - Modifying a Template
 - Printing Forms
 - Review
- **Using Other QuickBooks Accounts**
 - Other QuickBooks Account Types
 - Working with Credit Card Transactions
 - Working with Fixed Assets
 - Working with Long-Term Liability Accounts
 - Using the Loan Manager
 - Review

- **Creating Reports**
 - Creating QuickReports
 - Customizing QuickReports
 - Memorizing QuickReports
 - Running Preset Reports
 - Customizing Preset Reports
 - Sharing Reports
 - Exporting Reports to Microsoft Excel
 - Printing Reports
 - Review

- **Creating Graphs**
 - Creating QuickInsight Graphs
 - Using QuickZoom with Graphs
 - Working with the Sales Graph
 - Customizing Graphs
 - Printing Graphs
 - Review

- **Tracking and Paying Sales Tax**
 - Using Sales Tax in QuickBooks
 - Setting Up Tax Rates and Agencies
 - Indicating Who and What Gets Taxed
 - Applying Tax to Each Sale
 - Determining What You Owe
 - Paying Your Tax Agencies
 - Review

- **Preparing Payroll with QuickBooks**
 - Using Payroll Tracking
 - Setting Up for Payroll
 - Setting Up Employee Payroll Information
 - Setting Up a Payroll Schedule
 - Writing a Payroll Check
 - Printing Paycheck Stub
 - Tracking Your Tax Liabilities
 - Paying Payroll Tax
 - Preparing Payroll Tax Forms
 - Review