

QuickBooks Introduction

The QuickBooks Accounting course is designed to show participants how to make the most efficient and effective use of a fully integrated accounting packages features. This hands-on course guides the participant through the initial stages of converting a business' manual bookkeeping system to an automated system. Once the system is setup the participant is led through the G/L, A/R, A/P and payroll modules, then shown how to use QuickBooks to produce journals, reports, and financial statements.

The class is 2 days in length and runs from 9:00 am until 4:00 pm each day. Specific goals are as follows:

Understanding basic Accounting

- QuickBooks and Accounting
- Understanding the Chart of Accounts
- Working with Financial Statements
- Difference between Debits and Credits?
- Cash vs the Accrual Accounting Method

Introduction to QuickBooks

- What is QuickBooks?
- Overview of QuickBooks Tasks
- Starting QuickBooks
- Selecting a Company File
- Understanding the Home Page
- Moving around the various menus

How to work with Lists

- What are Lists?
- Examining the Chart of Accounts
- Adding Customers
- Adding Jobs
- Adding Vendors
- Understanding the Employee List

Creating Items

- What are Items?
- Adding Items for Products
- Adding Items for Services

- Reviewing Other Items
- Adding Sales Tax Items

Entering Sales

- Where do I enter Sales Transactions
- Creating Invoices for Products
- Creating Invoices for Services and Products
- Receiving Payments from your customers
- Making Deposits
- Correcting errors

Entering Bills

- Entering Bills
- Including Timesheet Hours on Bills
- Paying Bills
- Writing Checks
- Printing Checks
- Using the Check Register
- Overview Banking Reconciliation

Maintaining Financial Information

- Reconciling Bank Accounts
- Making General Journal Entries
- Printing Forms
- Backing Up and Restoring Data
- Setting QuickBooks Preferences
- Getting Help
- Exploring Intuit Community

Working with Reports

- Overview of the Report Center
- Understanding the Balance Sheet
- Reviewing the Profit and Loss Statement
- Generating Report Graphs
- Viewing Customer and Vendor Reports
- Using Report Templates
- Customizing Reports
- Memorizing Reports