



Computer Consultants Corporation

QuickBooks

Comprehensive Introduction

Length of course: 1 class day (6 hours)

Objective(s): To set up a company in QuickBooks, and to create invoices, receive payments, pay bills, and view and modify reports for the company.

Prerequisites: Introduction to Windows and basic bookkeeping knowledge.

Getting Started

- QuickBooks Application Window
- Using Navigators
- Understanding the Chart of Accounts
- Using Registers
- Creating a New Company

First Steps

- Creating a Chart of Accounts
- Adding Customers and Vendors
- Using Customer Jobs
- Setting Up Items and Services
- Inventory vs. Non-Inventory Items
- Adding Employees and Payroll Items

Creating Invoices

- Choosing an Invoice Template
- Selecting the Customer
- Adding Line Items
- Using Subtotals and Discounts
- Previewing and Printing Invoices
- Voiding or Deleting an Invoice
- Creating Estimates and Progressive Invoices
- Creating a Customer Statement

Receiving Payments

- Entering Payments
- Assigning Payments to Invoices
- Applying Discounts or Credits
- Creating Cash Sales Receipts
- Making Deposits

Paying Bills

- Creating a Bill for a Vendor
- Using Purchase Orders
- Writing and Printing Checks
- Using Credit Cards

Viewing Reports and Graphs

- Using QuickReports
- Viewing Standard Reports
- Modifying and Memorizing Reports
- Applying Filters
- Modifying the Report Header and Footer
- Printing Labels
- Viewing and Modifying Graphs

Maintenance Tasks

- Setting Up Reminders
- Using the To Do List
- Finding Transactions
- Making Journal Entries
- Closing the Fiscal Year
- Creating Backups