



QuickBooks Fundamentals

Course Outline

Course Objective

This course is intended for those whom will be using QuickBooks as their companies accounting system. Regardless of your accounting experience, we will introduce you to all the modules in QuickBooks which will help you maintain a proper set of books. During the class, students will create a sample company and then use QuickBooks to issue customer invoices, pay vendor bills, complete banking transactions, and track payroll.

Agenda

1. Accounting 101
 - a. Chart of Accounts
 - b. Double Sided Entries
 - c. Key Accounting Reports
 - d. Lists

2. Creating a sample company
 - a. Creating the company
 - b. Setting the company preferences
 - c. Establishing QuickBooks lists

3. Selling with QuickBooks
 - a. Setting up Customers
 - b. Creating Invoices
 - c. Creating Sales Receipts
 - d. Issuing Credit Memos
 - e. Receiving Payments

4. Expenses
 - a. Setting up Vendors
 - b. Entering Vendor Bills
 - c. Paying Bills

5. Banking
 - a. Writing Checks
 - b. Credit Card Charges
 - c. Making a Deposit
 - d. Reconciling Accounts
 - e. Making Transfer

6. Reports
 - a. Viewing
 - b. Customizing
 - c. Memorizing

7. Payroll
 - a. Setting up Payroll
 - b. Setting up a new employee
 - c. Running a Payroll Cycle

8. Administrative
 - a. Setting up Users
 - b. Journal Entries
 - c. Backing up data
 - d. Restoring data

Course Length: 2 Day

Prerequisite: Microsoft Windows experience