



QUICKBOOKS AGENDA

What is QuickBooks?

QuickBooks brings complete financial management capabilities to small businesses. Users can quickly set up their entire business with QuickBooks, making it easy to create custom invoices, enter sales, manage inventory, and much more. Our introductory course will show you how to use the most popular features of QuickBooks.

Prerequisite

An understanding of bookkeeping is suggested for this course, as well as Windows experience. Please contact us if you would like your skill level assessed.

Setting up QuickBooks

- Creating a QuickBooks company
- Setting up preferences

Vendors & Bills

- Entering the Bill
- Paying the Bill

The Navigator List

Creating Purchase Orders

Simplifying the Accounting Process

Creating a Journal Entry

The Chart of Accounts

- Editing the Chart of Accounts
- Setting up Income & Expense accounts

Using the Find Button

- Find by date
- Find by Name
- Find by amount

Writing a cheque

Bank Reconciliation

- Reconciling the bank
- Making adjustments

Customers & Revenue

- Entering Sales and Invoices
- Adding an Item to an Invoice
- Adding Customers
- Creating Statements
- Receiving Payments
- Applying Credits

Deleting a Transaction

- Delete or Void?

Entering a Deposit

Printing Financial Statements

- Balance Sheet
- Profit & Loss

Memorizing Transactions

- Memorizing a cheque
- Memorizing an invoice

Optional segments

- Payroll
- Inventory
- Bank Transfers

Entering Credit Card Transactions