

# QuickBooks: Get Going 2008

Tuition: \$399 / 12hours

Bookkeeping Bundle:

Enroll in Accounting Concepts, QuickBooks I and II for \$999



**Prerequisite:** Windows Introduction or equivalent knowledge

## Course Content

### Getting Started

- Starting QuickBooks
- Identifying Components of the QuickBooks Operating Environment
- Opening QuickBooks Centers
- Opening Other QuickBooks Windows
- Identifying Common Business Terms
- Setting Up QuickBooks in Multi-User Mode
- Exiting QuickBooks

### Setting Up a Company

- Creating a QuickBooks Company
- Using the Chart of Accounts
- Entering Account Opening Balances

### Working with Lists

- Creating Company Lists
- Working with the Customers & Jobs List
- Working with the Employees List
- Working with the Vendors List
- Adding Customized Fields
- Managing Lists

### Setting Up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

### Selling Your Product

- Creating Product Invoices
- Applying Credit to Invoices
- E-mailing Invoices
- Making Cash Sales

### Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

### Processing Payments

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

### Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds Between Accounts
- Reconciling Checking Accounts

### Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

### Using the EasyStep Interview

- Using the EasyStep Interview

### Using Online Banking

- Setting Up an Internet Connection
- Activating Online Services
- Viewing Statements Online
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments
- Sending E-mail to Your Financial Institution

### Sharing Files with an Accountant

- Saving an Accountant Copy
- Removing Accountant Copy Restrictions
- Using the Accountant Copy File Transfer Service
- Importing an Accountant Changes