



## Quick Books Basic Course Outline

### **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  
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

### **Setting Up Inventory**

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

### **Selling Your Product**

Creating Product 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