



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