

## QuickBooks Essentials

### Course Content

#### **Lesson 1: Getting Started**

- Topic 1A: Starting QuickBooks
- Topic 1B: Identifying Components of the QuickBooks Operating Environment
- Topic 1C: Opening QuickBooks Centers
- Topic 1D: Opening Other QuickBooks Windows
- Topic 1E: Identifying Common Business Terms
- Topic 1F: Setting Up QuickBooks in Multi-User Mode
- Topic 1G: Exiting QuickBooks

#### **Lesson 2: Setting Up a Company**

- Topic 2A: Creating a QuickBooks Company
- Topic 2B: Using the Chart of Accounts
- Topic 2C: Entering Account Opening Balances

#### **Lesson 3: Working with Lists**

- Topic 3A: Creating Company Lists
- Topic 3B: Working with the Customers & Jobs List
- Topic 3C: Working with the Employees List
- Topic 3D: Working with the Vendors List
- Topic 3E: Adding Customized Fields
- Topic 3F: Managing Lists

#### **Lesson 4: Setting Up Inventory**

- Topic 4A: Entering Products into Inventory
- Topic 4B: Ordering Products
- Topic 4C: Receiving Inventory
- Topic 4D: Paying for Inventory
- Topic 4E: Manually Adjusting Inventory

#### **Lesson 5: Selling Your Product**

- Topic 5A: Creating Product Invoices
- Topic 5B: Making Cash Sales

#### **Lesson 6: Invoicing for Services**

- Topic 6A: Setting Up a Service Item
- Topic 6B: Changing the Invoice Format
- Topic 6C: Creating a Service Invoice
- Topic 6D: Entering Statement Charges
- Topic 6E: Creating Billing Statements

#### **Lesson 7: Processing Payments**

- Topic 7A: Receiving Payments for Invoices
- Topic 7B: Making Deposits
- Topic 7C: Printing Statements

#### **Lesson 8: Working with Bank Accounts**

- Topic 8A: Writing a QuickBooks Check
- Topic 8B: Using Bank Account Registers
- Topic 8C: Entering a Handwritten Check
- Topic 8D: Transferring Funds Between Accounts
- Topic 8E: Reconciling Checking Accounts

#### **Lesson 9: Entering and Paying Bills**

- Topic 9A: Handling Expenses
- Topic 9B: Using QuickBooks for Accounts Payable
- Topic 9C: Entering Bills
- Topic 9D: Paying Bills

## QuickBooks Advanced

### Course Content

#### **Lesson 1: Customizing Forms**

- Topic 1A: Create a Custom Template
- Topic 1B: Modify a Template
- Topic 1C: Print an Invoice

#### **Lesson 2: Using QuickBooks Accounts**

- Topic 2A: Track Credit Card Transactions
- Topic 2B: Work with Asset Accounts
- Topic 2C: Work with Liability Accounts
- Topic 2D: Understand Equity Accounts

#### **Lesson 3: Creating Reports**

- Topic 3A: Create QuickReports
- Topic 3B: Modify QuickReports
- Topic 3C: Memorize QuickReports
- Topic 3D: Run Preset Reports
- Topic 3E: Modify Preset Reports
- Topic 3F: Export Reports to Microsoft Excel
- Topic 3G: Print Reports

#### **Lesson 4: Creating Graphs**

- Topic 4A: Create QuickInsight Graphs
- Topic 4B: Customize Graphs
- Topic 4C: Print Graphs

#### **Lesson 5: Tracking and Paying Sales Tax**

- Topic 5A: Use Sales Tax in QuickBooks
- Topic 5B: Set Up Tax Rates and Agencies
- Topic 5C: Determine the Sales Tax Liability
- Topic 5D: Pay the Tax Agencies

#### **Lesson 6: Doing Payroll with QuickBooks**

- Topic 6A: Use Payroll Tracking
- Topic 6B: Set Up for Payroll
- Topic 6C: Set Up Employee Payroll Information
- Topic 6D: Write a Payroll Check
- Topic 6E: Track Tax Liabilities
- Topic 6F: Pay Payroll Taxes

#### **Lesson 7: Keeping Track of the Job**

- Topic 7A: Create Job Estimates
- Topic 7B: Work with Estimates
- Topic 7C: Track the Time

#### **Lesson 8: Writing Letters**

- Topic 8A: Use the Letters and Envelopes Wizard

#### **Lesson 9: Synchronizing with Contact Management Software**

- Topic 9A: Categorize Contact Names in Microsoft Outlook
- Topic 9B: Synchronizing with Microsoft Outlook