QuickBooks

Days: 2

Prerequisites: No prior QuickBooks experience is required. Basic familiarity with your computer's operating system is recommended.

Audience: This class is ideal for bookkeepers, small business owners, office managers, and administrative staff who track financial information or handle inventory, invoicing, and payments

Description: Learn to set up and manage everyday bookkeeping workflows in QuickBooks Desktop. On Day 1, you'll create a company file, work with the chart of accounts, organize customer and vendor records, manage inventory, and invoice for products and services. On Day 2, you'll review open invoices, work with online payments, and manage company files. You'll also turn estimates into invoices, track time and mileage, and review job reports.

Course Objectives: In this course, students will:

- Create a company file and work with the chart of accounts and company lists.
- Record inventory purchases, receipts, payments, and adjustments.
- Create product and service invoices, issue sales receipts, and review outstanding balances.
- Manage company file access, accountant copies, and backups.
- Create estimates, track job time and mileage, and run related reports.

OUTLINE:

GET GOING - DAY 1

GETTING STARTED

- Starting QuickBooks
- Setting QuickBooks Preferences
- Identifying Components of QuickBooks Operating Environment
- Uisng QuickBooks Help
- Identifying Common Business Terms
- Exiting QuickBooks

SETTING UP A COMPANY

- Creating a QuickBooks Compamu
- Using the Chart of Accounts

WORKING WITH LISTS

- Creating Company Lists
- Working with the Customers and Jobs List
- Working with the Employees List
- Working with the Vendors List
- Working with the Items List
- Working with other Lists
- Managing Lists

SETTING UP INVENTORY

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

SELLING YOUR PRODUCT

- Creating Product Invoices
- Applying Credit to Invoices
- Emailing Invoices
- Setting Price Levels
- Creating Sales Receipts

INVOICING FOR SERVICES

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

QuickBooks

PROCESSING PAYMENTS

- Displaying the Open Invoices Reports Using the Income Tracker
- Receiving Payments for Invoices
- Making Deposits
- Handling Bounced Checks

WORKING WITH BANK ACCOUNTS

- Writing a QuickBooks Check
- Voiding 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
- Entering Vendor Credit

USING THE EASYSTEP INTERVIEW

- Using the EasyStep Interview

KEEP GOING - DAY 2

MEMORIZING TRANSACTIONS

- Entering a New Memorized Transaction
- Editing a Memorized Transaction
- Deleting a Memorized Transaction
- Grouping Memorized Transactions
- Using a Memorized Transaction
- Printing the Memorized Transaction List

CUSTOMIZING FORMS

- Creating a Custom Template
- Modifying a Template
- Printing Forms

USING OTHER QUICKBOOKS ACCOUNTS

- Other QuickBooks Account Types
- Working with Credit Card Transactions
- Working with Fixed Assets
- Working with Long-Term Liability Accounts
- Using the Loan Manager

CREATING REPORTS

- Working with QuickReports
- Working with Preset Reports
- Sharing Reports
- Exporting Reports to Microsoft Excel
- Printing Reports

CREATING GRAPHS

- Creating QuickInsight Graphs
- Using QuickZoom with Graphs
- Working with the Sales Graph
- Customizing Graphs
- Printing Graphs

TRACKING AND PAYING SALES TAX

- Using Sales Tax in QuickBooks
- Setting Up Tax Rates and Agencies
- Indicating Who and What Gets Taxed
- Applying Tax to Each Sale
- Determining What You Owe
- Paying Your Tax Agencies

PREPARING PAYROLL WITH QUICKBOOKS

- Using Payroll Tracking
- Setting Up for Payroll
- Setting Up Employee Payroll Information
- Setting Up a Payroll Schedule
- Writing a Payroll Check
- Printing Paycheck Stubs
- Tracking Your Tax Liabilities
- Paying Payroll Taxes
- Preparing Payroll Tax Forms

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USING ONLINE BANKING

- Setting Up an Internet Connection
- Setting Up Bank Feeds for Accounts
- Viewing, Downloading, and Adding Online Transactions
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments

MANAGING COMPANY FILES

- Using QuickBooks in Multi-user Mode
- Setting Up Users and Passwords
- Setting a Closing Date
- Sharing Files with an Accountant
- Updating QuickBooks
- Backing Up and Restoring a Company File
- Condensing a Company File

ESTIMATING, TIME TRACKING, AND JOB COSTING

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Displaying Reports for Estimates
- Updating the Job Status
- Tracking Time
- Displaying Reports for Time Tracking
- Tracking Vehicle Mileage
- Displaying Vehicle Mileage Reports
- Displaying Other Job Reports

WRITING LETTERS

- Using the Letters and Envelopes Wizard
- Customizing Letter Templates