

QuickBooks 2015 - Get Going with QuickBooks

Course Length: 2 days

Course Outline

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| Getting Started | <ul style="list-style-type: none">• Starting QuickBooks• Setting QuickBooks Preferences• Identifying Components of the QuickBooks• Operating Environment• Using QuickBooks Help• Identifying Common Business Terms• Exiting QuickBooks |
| Setting Up a Company | <ul style="list-style-type: none">• Creating a QuickBooks Company• Using the Chart of Accounts |
| Working with Lists | <ul style="list-style-type: none">• Creating Company Lists• Working with the Customers & Jobs List• Working with the Employees List• Working with the Vendors List• Working with the Item List• Working with Other Lists• Managing Lists |
| Setting Up Inventory | <ul style="list-style-type: none">• Entering Inventory• Ordering Inventory• Receiving Inventory• Paying for Inventory• Manually Adjusting Inventory |
| Selling Your Product | <ul style="list-style-type: none">• 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

Processing Payments

- Displaying the Open Invoices Report
- 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