

## QUICKBOOKS

Available Dates: **Jan 18, Feb 18, Mar 19, Apr 10, May 30, Jun 28**

Class Length: **1 day**

Cost: **\$399**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This course covers the fundamentals of using QuickBooks to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up their data.

#### **Table of Contents:**

##### **Unit 1: Getting started**

Topic A: Introducing QuickBooks

Topic B: Getting help and closing QuickBooks

##### **Unit 2: Setting up a new company**

Topic A: Using the EasyStep Interview

Topic B: Using the Chart of Accounts

##### **Unit 3: Working with centers and lists**

Topic A: Managing customers, vendors, and employees

Topic B: Working with the Item List

Topic C: Adding custom fields

##### **Unit 4: Working with business forms**

Topic A: Invoices and credit memos

Topic B: Sales receipts and customer payments

Topic C: Purchase orders and inventory

Topic D: Finding information quickly

##### **Unit 5: Banking and billing activities**

Topic A: Writing and printing checks

Topic B: Managing bank account transactions

Topic C: Entering and paying bills

Topic D: Introduction to payroll

##### **Unit 6: Reporting and budgeting**

Topic A: Generating reports

Topic B: Using Company Snapshot

Topic C: Setting up budgets

##### **Unit 7: Protecting and backing up data**

Topic A: Protecting and sharing data

Topic B: Backing up data