

Introduction to QuickBooks 2011

Length: 1 Day

Class Overview: This QuickBooks training class covers the fundamentals of using QuickBooks 2011 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills, and use online banking. In addition to QuickBooks 2011, this class will be useful to students using QuickBooks 2007, QuickBooks 2008, QuickBooks 2009, and QuickBooks 2010.

Class Goals

- Learn to set up a company.
- Learn to work with lists.
- Learn to set up inventory.
- Learn to sell your product.
- Learn to invoice for services.
- Learn to process payments.
- Learn to work with bank accounts.
- Learn to enter and pay bills.
- Learn to use the EasyStep Interview.

COURSE CONTENT

- Getting Started
- Starting QuickBooks
- Identifying Components of the QuickBooks Operating Environment
- Opening QuickBooks Centers
- Opening Other QuickBooks Windows
- Using QuickBooks Search
- 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 and Jobs List
- Working with the Employees List
- Working with the Vendors List
- Adding Custom Fields
- Managing Lists
- Setting Up Inventory
- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory
- Selling Your Product
- Creating Product Invoices
- Applying Credit to Invoices
- E-mailing Invoices
- Making Cash Sales
- Invoicing for Services
- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Creating Batch Invoices
- Entering Statement Charges
- Creating Billing Statements
- Processing Payments
- Displaying the Open Invoices Report
- Using the Collections Center
- Receiving Payments for Invoices
- Making Deposits
- Printing Statements
- 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