

## QuickBooks Pro 9

Length: 1 Day

### COURSE CONTENT

#### GET STARTED

- Set up your company
- Move around QuickBooks...EFFICIENTLY
- Get help...FAST

#### EVERYDAY TRANSACTIONS

- **Selling:** invoices, sales receipts, payments, deposits, credit memos, and customer statements
- **Buying:** bills, bill payments, checks, bill payment stubs, bills vs. checks, and credit memos
- **Inventory:** purchase orders, receive items, adjust inventory
- **Sales Taxes:** set up, adjust, pay, and report sales taxes
- **Banking:** bank reconciliation and locate discrepancies, online banking

#### SPECIAL TRANSACTIONS

- Give and receive refunds
- Void vs. delete a check
- Apply credit memos

#### TIPS & TRICKS

- Special "Window" tricks
- Clean up lists (delete, hide and merge)
- Sort and customize lists
- "Collapse" financial statements
- Show P&L by month, or as a percent of income

#### UNDERSTAND ACCOUNTING

- Really understand your financial statements
- Setup the chart of accounts
- Change and fix the chart of accounts
- Cash vs. Accrual accounting
- Use general journal entries
- Setup and use sub accounts