

QuickBooks Pro

Level I

Target Audience:	This class is open to anyone who will is/or seeking employment in the Accounting field
Hands on Training:	20 hours hands-on Training
Practice Time	4 hours
Completion Results:	Upon successful completion participants will be able to start QuickBooks, Identify parts of the screen, set up QuickBooks work with lists, enter sales and invoices, customize forms, enter payments, deposits, pay bills and work with bank accounts.

Getting Started with QuickBooks

- ▶ Starting QuickBooks and Identifying Components of QuickBooks
- ▶ Opening QuickBooks Centers and Other Windows
- ▶ Using Search
- ▶ Setting Up QuickBooks in Multi-User Mode
- ▶ Existing QuickBooks

Setting up a Company

- ▶ Creating a New Company
- ▶ Using the Chart of Accounts
- ▶ Entering Account Opening Balances

Working with Lists

- ▶ Creating Company Lists
- ▶ Working with Customers, Jobs, Employees, and Vendor Lists
- ▶ Adding Custom Fields
- ▶ Managing Lists

Setting Up Inventory

- ▶ Entering Products
- ▶ Ordering, Receiving and Paying for Inventory
- ▶ Manually Adjusting Inventory

Selling Your Product

- ▶ Creating Product Invoices
- ▶ Applying Credit to Invoices and Emailing Invoices
- ▶ Completing Cash Sales

Invoicing for Services

- ▶ Setting UP a Service Item
- ▶ Customize Invoice
- ▶ 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

Bank Accounts

- ▶ Writing and Voiding a QuickBooks Check
- ▶ Using Bank Account Registers
- ▶ Entering a Handwritten Check
- ▶ Transferring Funds Between Accounts
- ▶ Reconciling Checking Accounts

Paying and Entering Bills

- ▶ Using QuickBooks for Accounts Payable
- ▶ Entering and Paying Bills
- ▶ Handling Expenses

