

QuickBooks Syllabus

Lesson 1: Intro to QuickBooks

- Moving around in QuickBooks.
- What you see on screen.

Lesson 2: Creating and Modifying a Company File.

- New business checklist.
- Easy step interview.
- Customize Home Page and Icon Bar.
- Preferences.
- Custom fields.
- Miscellaneous Topics

Lesson 3: Working with Lists.

- List types, limits and uses.
- Sort, customize and print lists.

Lesson 4: Financial Statements.

- Add accounts/subaccounts.
- Collapse financial statements.
- Financial Statements.
- Account Numbers.
- General Journal Entries.
- Classes.
- Account Activity Reports.
- Combine Financial Statements.

Lesson 5: Items

- Understanding items and item types.
- Add Items.
- Reports.

Lesson 6: Customers & Sales.

- Customers and jobs.
- Create estimates, invoices and credit memos.
- Invoices from scratch and time & costs.
- Receive payments and sales receipts.
- Make deposits.
- Customer statements.
- Reports.

Lesson 7: Vendors & Expenses

- Vendors and tracking accounts payable.
- Bill payment stubs.
- Write checks.

QuickBooks Syllabus

Void vs. Delete Checks.
Petty cash accounts.
Credit Memos.

Lesson 8: Items & Inventory.

Manage and adjust inventory.
Expenses vs. Items
Inventory limitations
Other uses for inventory adjustments
Group items and inventory assemblies.
Building inventory assemblies.
Group vs. inventory assemblies.
Units of measure.

Lesson 9: Sales Transactions.

Price levels, sales orders and statement Charges.
Billable costs.
Reports.

Lesson 10: Sales Transaction Workarounds.

Customer Deposits and bad debts.
Customer under/over payments and significant undeposited funds.
Multiple A/R accounts.
Deposit credit card receipts.

Lesson 11: Purchases & Payables.

Purchase fixed asset and asset manager.
Loan manager and lines of credit.
Reconcile bank accounts.
Fix bill payment errors.
Check detail report.
1099s/1096.

Lesson 12: Payroll

Brief overview.

Lesson 13: Reports.

Types of reports.
Customize and modify reports.
Memorize reports.
Work with Microsoft Excel and Combine reports.