

QuickBooks 2006 Course Outline

Beginning Level – 6 Hours

Getting Started

Starting QuickBooks
Introduction to QuickBooks
QuickBooks Home Page
Using the Navigators List
Using the Menu Bar
Using the Icon Bar
Setting up QuickBooks on a Network
Learning Common Business Terms
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 Customer:Job List
Working with the Employee List
Working with the Vendor List
Adding Customized Fields
Managing Lists

Setting Up Inventory

Entering Products into Inventory
Ordering Products
Receiving Inventory
Paying for Inventory
Manually Adjusting Inventory

Selling Your Product

Creating Invoices
Making Cash Sales

Invoicing for Services

Setting Up a Service Item
Changing the Invoice Format
Creating a Service Invoice
Entering Statement Charges
Creating Billing Statements

Processing Payments

Receiving Payments for Invoices
Making Deposits
Printing Statements

Working with Bank Accounts

Writing 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

Using the EasyStep Interview

Using the EasyStep Interview

Using Online Banking

Setting Up an Internet Connection
Activating Accounts
Reading Online Statements
Creating Online Payments
Submitting Online Payments
Transferring Funds Online
Canceling Online Payments
Sending E-mail to your Financial Institution