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QUICKBOOKS® FUNDAMENTALS

Course Description: QuickBooks Fundamentals introduces students to QuickBooks and covers Managing Revenues and Expenses, Bank Reconciliation, Reports & Graphs, Company File Setup and Maintenance, and Customizing QuickBooks.

Course Objective: You will utilize QuickBooks to create a new company file, manage revenues and expenses, dealing with vendors, and creating valuable reports.

Course Content

Chapter 1 Introducing QuickBooks

- The QuickBooks Product Line
- QuickBooks Editions
- QuickBooks Releases
- Accounting 101
- About QuickBooks Files
- Opening Portable Company Files
- Restoring Backup Files
- Entering Transactions in QuickBooks
- QuickBooks User Interface Features
- QuickBooks Help

Chapter 2 The Sales Process

- Tracking Company Sales
- Setting Up Customers
- Job Costing
- Recording Sales
- Receiving Payments by Check
- Making Bank Deposits

Chapter 3 Tracking Revenue

- Recording Customer Returns and Credits
- Writing Off a Bad Debt
- Creating Customer Statements
- Assessing Finance Charges
- Creating Sales Reports

Chapter 4 Managing Expenses

- Entering Expenses in QuickBooks
- Setting Up Vendors
- Activating Class Tracking
- Tracking Job Costs
- Paying Vendors

- Printer Setup
- Printing Checks
- Voiding Checks
- Tracking Loans using the Loan Manager
- Applying Vendor Credits
- Handling Deposits and Refunds from Vendors
- Tracking Petty Cash
- Tracking Company Credit Cards
- Accounts Payable Reports

Chapter 5 Bank Reconciliation

- Objectives
- Reconciling Bank Accounts
- Bank Reconciliation Reports
- Finding Errors During Bank Reconciliation
- When QuickBooks Automatically Adjusts your Balance
- Handling Bounced Checks
- Reconciling Credit Card Accounts and Paying the Bill

Chapter 6 Reports and Graphs

- Objectives
- Types of Reports
- Cash versus Accrual Reports
- Accounting Reports
- Business Management Reports
- QuickBooks Graphs
- Building Custom Reports
- Memorizing Reports
- Processing Multiple Reports
- Printing Reports

Finding Transactions
Exporting Reports to Spreadsheets

Chapter 7 Company File Setup and Maintenance

Complete Company File Setup: A 12-Step Process
Choosing a Start Date – Step 1
The EasyStep Interview – Step 2
Setting Up the Chart of Accounts and Other Lists – Step 3
Setting Up Opening Balances – Step 4
Entering Open Items – Step 5
Entering Year-to-Date Income and Expenses – Step 6
Adjusting Opening Balance for Sales Tax Payable – Step 7
Adjusting Inventory and Setting up Fixed Assets – Step 8
Setup Payroll and YTD Payroll Information – Step 9
Verifying your Trial Balance – Step 10
Closing Opening Bal Equity – Step 11
Setting the Closing Date - Backing up the File – Step 12
Users and Passwords

Chapter 8 Customizing QuickBooks

QuickBooks Preferences
Customizing QuickBooks Menus and Windows
QuickBooks Items and Other Lists
Custom Fields
Modifying Sales Form Templates

Chapter 9 Walker Graphic Design Business Scenario

Description of Company
Goals
Company Set Up
Instructions
Business Transactions
Keyboard Shortcuts