

QUICKBOOKS PRO 2010 TRAINING OUTLINE

I. Basic Skills

Introducing QuickBooks Pro

- Understanding Basic Accounting
- Managing Basic QuickBooks Files
- Working with the QuickBooks Window
- Backing up Your Company Files

Working with Customer Transactions

- Working with the Customer Center
- Understanding and Creating Service Items
- Creating Invoices
- Receiving Payments
- Entering Sales Receipts
- Making Deposits
- Dealing with NSF Checks
- Working with Customer Reports

Working with Vendor Transactions

- Exploring the Vendor List
- Entering Bills
- Paying Bills
- Writing Checks
- Invoicing for Billable Costs
- Producing Vendor and P&L Reports
- Working with QuickBooks Graphs

Banking with QuickBooks

- Creating Bank Accounts
- Transferring Funds
- Managing Credit Card Transactions
- Reconciling Accounts
- Viewing Banking Reports
- Banking Online with QuickBooks

Creating a Company

- Planning & Creating a Company
- Editing Your QuickBooks Preferences
- Customizing a Company File
- Opening Balances and Historical Transactions
- Finding Help in QuickBooks
- Setting up Users
- Working with the Balance Sheet Report

II. Beyond the Basics

Dealing with Physical Inventory

- QuickBooks and Inventory Tracking
- Setting up the Item List
- Dealing with Sales Tax in QuickBooks
- Creating Purchase Orders
- Receiving Items
- Adjusting Quantity/Value on Hand
- Managing Inventory-Related Reports

Selling Inventory Items

- Working with Customer & Vendor Profile Lists
- Selling Items
- Processing Sales Discounts and Electronic Payments
- Assessing Finance Charges
- Writing Off Bad Debt
- Paying Sales Tax
- Working with Sales & Receivables Reports

Using QuickBooks for Payroll

- Setting Up QuickBooks to Run Payroll
- Setting up Employees Through the Payroll Setup Interview
- Working with the Employee List
- Dealing with Payroll Taxes
- Creating Paychecks
- Tracking and Paying Payroll Liabilities
- Working with 1099s and Processing Payroll Forms

Working with Balance Sheet Accounts

- Working with Other Current Assets
- Transferring Funds Between Accounts
- Tracking Petty Cash
- Working with Fixed Asset Accounts
- Setting up a Long Term Liability
- Working with Equity Accounts

Creating Estimates and Using Classes, Costing, and Time Tracking

- Working with Classes
- Applying classes to Transactions
- Running Class Reports
- Creating an Estimate for a Job
- Converting an Estimate to an Invoice
- Using QuickBooks' Time Tracking Feature
- Using Time Tracking Hours to Create a Payroll
- Reporting for Estimates and Time Tracking

Demystifying “Behind the Scenes” and Customizing QuickBooks

- Digging in “Behind the Scenes”
- Customizing Reports and Graphs
- Working with Additional Formatting Options
- Creating Custom Fields
- Creating Custom Forms
- Working with the Layout Designer Windows
- Closing the Books