



# Get Going with QuickBooks®

## 2008 – 1 day

### Course Content

#### **Lesson 1: Getting Started**

- Topic 1A: Starting QuickBooks
- Topic 1B: Identifying Components of the QuickBooks Operating Environment
- Topic 1C: Opening QuickBooks Centers
- Topic 1D: Opening Other QuickBooks Windows
- Topic 1E: Identifying Common Business Terms
- Topic 1F: Setting Up QuickBooks in Multi-User Mode
- Topic 1G: Exiting QuickBooks
- Topic 1H: Review

#### **Lesson 2: Setting Up a Company**

- Topic 2A: Creating a QuickBooks Company
- Topic 2B: Using the Chart of Accounts
- Topic 2C: Entering Account Opening Balances
- Topic 2D: Review

#### **Lesson 3: Working with Lists**

- Topic 3A: Creating Company Lists
- Topic 3B: Working with the Customers & Jobs List
- Topic 3C: Working with the Employees List
- Topic 3D: Working with the Vendors List
- Topic 3E: Adding Customized Fields
- Topic 3F: Managing Lists
- Topic 3G: Review

#### **Lesson 4: Setting Up Inventory**

- Topic 4A: Entering Products into Inventory
- Topic 4B: Ordering Products
- Topic 4C: Receiving Inventory
- Topic 4D: Paying for Inventory
- Topic 4E: Manually Adjusting Inventory
- Topic 4F: Review

#### **Lesson 5: Selling Your Product**

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#### **Lesson 6: Invoicing for Services**

- Topic 6A: Setting Up a Service Item
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**Lesson 7: Processing Payments**

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**Lesson 8: Working with Bank Accounts**

- Topic 8A: Writing a QuickBooks Check
- Topic 8B: Using Bank Account Registers
- Topic 8C: Entering a Handwritten Check
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**Lesson 9: Entering and Paying Bills**

- Topic 9A: Handling Expenses
- Topic 9B: Using QuickBooks for Accounts Payable
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**Lesson 10: Using the EasyStep Interview**

- Topic 10A: Using the EasyStep Interview
- Topic 10B: Review

**Lesson 11: Using Online Banking**

- Topic 11A: Setting Up an Internet Connection
- Topic 11B: Activating Online Services
- Topic 11C: Viewing Statements Online
- Topic 11D: Creating Online Payments
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- Topic 11G: Sending E-mail to Your Financial Institution
- Topic 11H: Review

**Lesson 12: Sharing Files with an Accountant**

- Topic 12A: Saving an Accountant's Copy
- Topic 12B: Removing Accountant's Copy Restrictions
- Topic 12C: Using the Accountant's Copy File Transfer Service
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