

Get Going with QuickBooks

Overview _____

Target Audience _____

Course Outline _____

[Register Online](#)

Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

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|----------|-----|------------------|-----------------|-----|---------|
| 17/05/21 | G2R | 2:00PM - 10:00PM | Dublin, Ireland | OLL | EUR 790 |
| 14/07/21 | G2R | 2:00PM - 10:00PM | Dublin, Ireland | OLL | EUR 790 |
| 09/11/21 | G2R | 4:00PM - 12:00AM | Dublin, Ireland | OLL | EUR 790 |

1 - Getting Started

Starting QuickBooks
 Setting QuickBooks Preferences
 Identifying Components of the QuickBooks Operating Environment
 Using QuickBooks Help
 Identifying Common Business Terms
 Exiting QuickBooks
 Review

2 - Setting Up A Company

Creating a QuickBooks Company
 Using the Chart of Accounts
 Review

3 - Working with Lists

Creating Company Lists
 Working with the Customers & Jobs List
 Working with the Employees List
 Working with the Vendors List
 Working with the Item List
 Working with Other Lists
 Managing Lists
 Review

4 - Setting Up Inventory

- Entering Inventory
- Ordering Inventory
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory
- Review

5 - Selling Your Product

- Creating Product Invoices
- Applying Credit to Invoices
- Emailing Invoices
- Setting Price Levels
- Creating Sales Receipts
- Review

6 - Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Editing an Invoice
- Voiding an Invoice
- Deleting an Invoice
- Entering Statement Charges
- Creating Billing Statements
- Review

7 - Processing Payments

- Displaying the Open Invoices Report
- Using the Income Tracker
- Receiving Payments for Invoices
- Making Deposits
- Handling Bounced Checks
- Review

8 - Working with Bank Accounts

- Writing a QuickBooks Check
- Voiding a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds Between Accounts
- Reconciling Checking Accounts
- Review

9 - Entering and Paying Bills

Handling Expenses
Using QuickBooks for Accounts Payable
Entering Bills
Paying Bills
Entering Vendor Credit
Review

10 - Using the EasyStep Interview

Using the EasyStep Interview
Review
