

# **QUICKBOOKS PRO DESKTOP**

## **Introduction to QuickBooks Level One**

Learn the basics of the most popular small business accounting program in this class. QuickBooks is designed for non-accountants and the class will go over the few accounting terms and concepts you need to use QuickBooks successfully.

You'll start by editing the Chart of Accounts to customize it for your particular business's income and expenses. You'll create lists of customers, vendors, etc. Using QuickBooks to start tracking an on-going business and the various conversion issues involved are discussed.

Next, you'll learn how to track a sale, from the initial invoice through payment, including cash sales and credits and non-invoice transactions. You'll create statements for customers and print them. You'll also track the money your business owes in the same way—scheduling and paying bills and writing checks.

You'll be introduced to the reports that QuickBooks generates and learn how to use them to get the information that you need. Various standard reports will be covered.

Please note that this class covers the Desktop version of QuickBooks. Payroll and Inventory are not covered in this introductory class. Please contact us for more information on these topics.

### **Prerequisites:**

Experience in using Windows.

Experience with accounting / bookkeeping is useful, but not required.

## **Course Outline**

### **Introduction to QuickBooks**

- QuickBooks and Accounting
- Chart of Accounts
- Working with Accounts

### **Making Sales**

- Inventory and Service Sales
- List of Customers
- Invoicing
- Receiving a Payment and Making a Deposit
- Cash Sales
- Preparing Customer Statements

### **Vendors and Payables**

- Writing a Check
- Printing a Check
- Entering and Paying Bills

### **Reports**

- Generating Reports
- Using Filters
- Advanced Reports
- Using QuickBooks Data in a Spreadsheet