



Get Going With QuickBooks

Instructor: Dan Schluckbier

Lesson 1: Getting Started

- Course Introduction
- Using the Navigator
- Setting up QuickBooks on a Network
- Learning Common Business Terms
- Exiting QuickBooks

Lesson 2: Setting Up a Company

- Creating a QuickBooks Company
- Using the Chart of Accounts
- Entering Account Opening Balances

Lesson 3: Working with Lists

- Creating Company Lists
- Working with the Customer Job List
- Working with the Employee List
- Working with the Vendor List
- Adding Customized Fields
- Managing Lists

Lesson 4: Setting up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

Lesson 5: Selling Your Products

- Creating Invoices
- Making Cash Sales

Lesson 6: Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

Lesson 7: Payment Processing

- Receiving Payments for Invoices
- Making Deposits
- Printing Statement

Lesson 8: Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Money between Accounts
- Reconciling Checking Accounts

Lesson 9: Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

Appendix A: EasyStep Interview

- Using the EasyStep Interview

Appendix B: Online Banking

- Setting up an Internet Connection
- Activating Accounts
- Reading Online Statements
- Creating Online Payments
- Transferring Funds Online
- Sending E-Mail

**For more information or to register,
please call 989.797.4075.**