

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Mastering QuickBooks
Course Length:	2 days
Prerequisite:	Basic Computer Skills
Course Description:	Topics include setting up the company, selling products and services, tracking and processing payments, working with bank accounts, tracking and paying bills, paying sales tax, using balance sheet accounts, creating reports, setting up and running payroll, and job costing.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Setting Up a Company<ol style="list-style-type: none">1.1. Using the Easy Step Interview1.2. Using the Chart of Accounts1.3. Entering Opening Balances1.4. Setting Preferences for Effective Workflow2. Working with Lists<ol style="list-style-type: none">2.1. Creating Customer, Job, Employee, and Vendor Lists2.2. Managing Lists2.3. Customizing Fields3. Selling Products and Services<ol style="list-style-type: none">3.1. Setting up Product and Service Items3.2. Creating and Editing Invoices and Cash Receipts3.3. Creating Billing Statements3.4. Receiving Payments3.5. Making Deposits4. Working with Bank Accounts<ol style="list-style-type: none">4.1. Writing a QuickBooks Check4.2. Entering a Handwritten Check4.3. Transferring Funds Between Accounts4.4. Reconciling Bank Accounts4.5. Making Adjustments5. Entering and Paying Bills<ol style="list-style-type: none">5.1. Handling Expenses5.2. Using QuickBooks for Accounts Payable5.3. Entering Bills5.4. Paying Bills5.5. Handling 1099 Contractors and Printing 1099's5.6. Tracking and Paying Sales Tax6. Using Other QuickBooks Accounts<ol style="list-style-type: none">6.1. Tracking Credit Card Transactions6.2. Working with Asset Accounts6.3. Working with Liability Accounts6.4. Understanding Equity Accounts6.5. Setting Up Loans with the Loan Manager7. Creating Reports<ol style="list-style-type: none">7.1. Creating QuickReports7.2. Creating Job Costing Reports7.3. Creating Custom Reports7.4. Memorizing Reports7.5. Creating Charts and Graphs8. Doing Payroll with QuickBooks<ol style="list-style-type: none">8.1. Setting Up for Payroll8.2. Setting Up Employee Payroll Information8.3. Generating Paychecks and Pay stubs8.4. Tracking and Paying Tax Liabilities8.5. Printing Forms 940, 941, and W-2

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<p>Mastering QuickBooks</p> <p>Continuation of Performance Objectives:</p> <p>Students will become skilled in ...</p>	<ul style="list-style-type: none">9. Other Quickbooks Tasks<ul style="list-style-type: none">9.1. Exporting Data to Microsoft Excel9.2. Synchronizing Lists with Microsoft Outlook Contacts9.3. Designing Thank You, Collection and Other letters and Merging with Customer, Vendors, and Employee Lists9.4. Creating Budgets and Running Budget Reports9.5. Projecting Cash flow9.6. Using Reminders and the To Do List9.7. Setting Up Recurring Transactions for Automatically Entry9.8. Condensing Data and Closing the Books9.9. Make General Journal Entries10. Estimating, Time Tracking and Job Costing<ul style="list-style-type: none">10.1. Creating Job Estimates and Convert to Invoice10.2. Updating Job Status10.3. Tracking Labor and Materials10.4. Creating Job Costing Reports11. Inventory<ul style="list-style-type: none">11.1. Setting Up Inventory Items11.2. Ordering Inventory11.3. Receiving Inventory11.4. Adjusting Inventory11.5. Creating Inventory Reports
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