

QuickBooks

Introduction



Introduction

- New Features
- Creating Your Company File
- Identifying Components of QuickBooks Environment
- QuickBooks Preferences

Customizing QuickBooks

- Setting Up Users
- Creating & Using the Chart of Accounts

Working with Customers & Jobs

- Creating Customer List
- Creating Estimates
- Invoicing from Estimates
- Invoicing Customers
- Receiving Payments
- Creating Deposits
- Creating Credit Memos
- Creating Statements

Working with Vendors

- Working with Vendors
- Entering Bills
- Paying Bills

Working with Items & Inventory

- Working with Items
- Creating Purchase Orders
- Receiving Items
- Creating Bills for Items
- Paying for Items
- Manually Adjusting Items

Working with QuickBooks Registers

- Working with Registers
- Creating Entries & Writing Checks

Reconciling Statements

- Reconciling Statements

Working with Loans

- Setting Up Loans in the Chart of Accounts
- Creating Loan Payments

Working with Credit Cards

- Setting Up Credit Card Accounts
- Entering Credit Card Transactions
- Creating Credit Card Payments

Customizing Forms

- Form Customization
- Layout Designer

Reports

- Working with Reports
- Customizing Reports
- Memorizing Reports

Working with Sales Tax

- Working with Sales Tax Items
- Paying Sales Tax

Other QuickBooks Features

- Searching in QuickBooks
- Creating To-Dos
- Mail Merges
- Memorizing Transactions
- Customizing the Icon Bar
- Backing Up

