



Course Syllabus

QuickBooks 2009 Level 1

One Day • Instructor-led

Audience

This course is designed for anyone with no prior knowledge of how to use QuickBooks or someone familiar with the software who wants to learn new features and functionality of this version.

Prerequisites

You can successfully complete this training guide without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using is recommended.

Professional Exams

There are no exams associated with this course.

Objectives:

- Set up a company
- Work with lists
- Set up inventory
- Sell your product
- Invoice for services
- Process payments
- Enter and pay bills
- Use the EasyStep Interview
- Use online banking
- Share files with an accountant

Course Outline

Lesson 1: Getting Started

- Starting QuickBooks
- Identifying Components of the QuickBooks Operating Environment
- Opening QuickBooks Centers
- Opening Other QuickBooks Windows
- Identifying Common Business Terms
- Setting Up QuickBooks in Multi-User Mode
- 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 Customers & Jobs
- Working with the Employees List
- Working with the Vendors List
- Adding Customized Fields
- Managing Lists

Vermont Panurgy Corporation

21 Gregory Drive, Ste 3, South Burlington, VT 05403
(802) 658-7788 fax (802) 859-9407 www.panurgyvt.com

Lesson 4: Setting Up Inventory

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

Lesson 5: Selling Your Product

- Creating Product Invoices
- Applying Credit to Invoices
- E-Mailing Invoices
- Making Cash Sales

Lesson 6: Invoicing for Services

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

Lesson 7: Processing Payments

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

Lesson 8: Working with Bank Accounts

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

Lesson 9: Entering and Paying Bills

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

Lesson 10: Using the EasyStep Interview

- Using the EasyStep Interview

Lesson 11: Using Online Banking

- Setting Up an Internet Connection
- Activating Online Services
- Viewing, Downloading, and Matching Online Transactions
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments
- Sending E-mail to Your Financial Institution

Lesson 12: Sharing Files with an Accountant

- Saving an Accountant's Copy
- Removing Accountant's Copy Restrictions
- Using the Accountant's Copy File Transfer Service
- Importing an Accountant's Changes