



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
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QuickBooks 2010 for Windows: Introduction

IN-QB-BAS-EK Rev 04.10

1 day

Description

You will use the basic features of QuickBooks to record and track your business transactions. This course teaches students how to set up a company and update the Chart of Accounts, build and manage lists, manage inventory, record a product sale, create invoices, and work with bank accounts.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Lesson 1: Getting Started with QuickBooks 2010

Topic 1A: Explore the QuickBooks Interface
Topic 1B: Access the QuickBooks Centers
Topic 1C: Use QuickBooks Help

Lesson 2: Entering Company Details

Topic 2A: Create a Company
Topic 2B: Update the Chart of Accounts
Topic 2C: Save a Copy of the Company

Lesson 3: Building QuickBooks Lists

Topic 3A: Build Employees Lists
Topic 3B: Build Item Lists
Topic 3C: Build Customers and Jobs Lists
Topic 3D: Build Vendors Lists
Topic 3E: Modify Multiple List Entries
Topic 3F: Manage Lists

Lesson 4: Managing Inventory

Topic 4A: Place Purchase Orders
Topic 4B: Record Receipt of Inventory
Topic 4C: Make Payments
Topic 4D: Update Inventory Manually

Lesson 5: Recording Product Sales

Topic 5A: Create a Product Invoice
Topic 5B: Record a Cash Sale
Topic 5C: Prepare a Credit Memo
Topic 5D: Track Customer Payments

Lesson 6: Creating Service Invoices

Topic 6A: Create a Service Invoice
Topic 6B: Record Statement Charges
Topic 6C: Generate a Billing Statement

Lesson 7: Managing Bank Accounts

Topic 7A: Record Deposits
Topic 7B: Pay Using Checks
Topic 7C: Maintain the Check Register
Topic 7D: Transfer Funds Between Accounts
Topic 7E: Reconcile the Accounts



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