
Course Syllabus

Introduction

- LESSON 1: Getting started
 Course introduction
 Introducing QuickBooks
 Getting around in QuickBooks
 All the accounting you need to know
 Exiting QuickBooks
 Moving between company files
- LESSON 2: Setting up QuickBooks
 Creating a QuickBooks company
 Entering company info
 Setting up QuickBooks preferences
 Choosing a start date
 Setting up income and expense accounts
 Providing details about your income
 Entering opening balances
 Finishing the Interview
 Getting help while using QuickBooks
- LESSON 3: Working with lists
 Using QuickBooks lists
 Editing the chart of accounts
 Working with the Customer:Job list
 Working with the Employee list
 Working with the Vendor list
 Adding custom fields
 Managing lists
- LESSON 4: Working with bank accounts
 Writing a QuickBooks cheque
 Using bank account registers
 Entering a handwritten cheque
 Transferring money between accounts
 Reconciling chequing accounts
- LESSON 5: Using other accounts in QuickBooks
 Using other account types in QuickBooks
 Tracking credit card transactions
 Working with asset accounts
 Working with liability accounts
 Understanding equity accounts

Course Syllabus (continued)

- LESSON 6: Entering sales and invoices
 Using sales forms in QuickBooks
 Filling in a sales form
 Memorizing a sale
 Entering a new service item
 Using multiple price levels
 Using statements to bill customers
- LESSON 7: Receiving payments and making deposits
 Recording customer payments
 Making deposits
- LESSON 8: Entering and paying bills
 Handling bills in QuickBooks
 Using QuickBooks for accounts payable
 Entering bills
 Paying bills
- LESSON 9: Analyzing financial data
 Reports and graphs help you understand your business
 Creating QuickReports
 Creating and customizing preset reports
 Saving report settings
 Printing reports
 Exporting reports to Microsoft Excel
 Creating QuickInsight graphs
- LESSON 10: Setting up inventory
 Turning on the inventory feature
 Entering products into inventory
 Ordering products
 Receiving inventory
 Entering a bill for inventory
 Manually adjusting inventory
- LESSON 11: Tracking and paying sales tax
 Overview of sales tax in QuickBooks
 Setting up your tax rates
 Applying tax to each sale
 Determining what you owe
 Filing a sales tax return

Course Syllabus (continued)

- LESSON 12: Doing payroll with QuickBooks
 Overview of payroll tracking
 Setting up for payroll
 Setting up employee payroll information
 Writing a pay cheque
 Tracking your tax liabilities
 Paying payroll taxes
- LESSON 13: Estimating and progress invoicing
 Creating jobs and estimates
 Writing an estimate
 Creating multiple estimates
 Creating an invoice from an estimate
 Displaying reports for estimates
 Updating job status
- LESSON 14: Tracking time
 Tracking time
 Invoicing a customer based on time
 Displaying project reports for time tracking
 Paying nonemployees for time worked
- LESSON 15: Customizing forms and writing QuickBooks Letters
 About QuickBooks forms
 Customizing invoices
 Designing custom layouts for forms
 Using QuickBooks Letters
- APPENDIX A: Instructor demo of QuickBooks features
- APPENDIX B: New features in QuickBooks 2004
- APPENDIX C: Course Handouts
- APPENDIX D: Right for My Business Custom Editions