

Module 1 – QuickBooks Basics

- Look and Feel
- The QuickBooks Navigator
- Parts of the Screen
- Fundamental Features
- Customizing the Icon Bar

Module 2 – Setting Up A Company

- What You Should Know
- Using the Easy Step Interview
- Saving the Company File
- Setting Preferences
- Setting up Bank Accounts
- Income and Expense Accounts
- Income Details
- Chart of Accounts
- Enter Users & Passwords
- Verifying your entries
- Balancing Equity Accounts
- Adding Customer and Vendor Details

Module 3 – Accounts Receivable

- Creating Invoices
- Receiving Payments
- Recording Sales Receipts for Cash Sales
- Credit Memos and Refunds
- Making Deposits
- Statement Charges
- Printing Statements
- Accounts Receivable Reports

Module 4 – Accounts Payable

- Entering a Bill
- Paying Bills
- Writing Checks
- Printing Checks
- The Register
- Reconciling a Bank Account

Module 5 – Special Transactions and Helpful Features

- Journal Entries
- Credit Card Transactions
- Transferring Funds
- Helpful Features
 - Password Date Protection
 - Back Up

Module 6 – Payroll Setup

- Setting Payroll Preferences
 - Setting Company Preferences
 - Creating Earning Items
 - Setting Federal and State Tax Defaults
- Adding Payroll Items
- Editing Payroll Items
- Adding Employees & YTD Figures

Module 7 – Processing Payroll

- Running Payroll
 - Create Paychecks
 - Payroll Summary Report
 - Printing Payroll Checks
- Payroll Taxes
- Paying Liabilities
- Process Payroll Tax Reports