



QuickBooks® 2006 Level 1

1 day – Instructor led

Course Description

This course is an introduction on how to use QuickBooks to best meet the needs of your business. The main objective is to introduce you to QuickBooks's basic features and give you an opportunity for hands-on practice. You will learn about the types of information you need to track in your business, and how to enter that information and track it in QuickBooks. By the time you complete the course, you will have a good idea of how an accounting software package can save time and help organize business finances. When you are ready to use QuickBooks, you will be familiar with the most common tasks and will know where to find information about more advanced features.

Course Objective: You will examine how to use QuickBooks to best meet the needs of your business, by being introduced to its basic features.

Target Student: This course is designed for a person 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.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Set up a company.
- Work with lists.
- Set up inventory.
- Sell their product.
- Invoice for services.
- Process payments.
- Work with bank accounts.
- Enter and pay bills.
- Use the EasyStep Interview.
- Use online banking.



QuickBooks 2006 Level 1 - continued

Course Content

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 List
- Working with the Employees List
- Working with the Vendors List
- Adding Customized Fields
- Managing Lists

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
- 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

Appendix A: Using the EasyStep Interview

- Using the EasyStep Interview

Appendix B: Using Online Banking

- Setting Up an Internet Connection
- Activating Accounts
- Reading Online Statements
- Creating Online Payments
- Submitting Online Payments
- Transferring Funds Online
- Canceling Online Payments
- Sending E-mail to Your Financial Institution



QuickBooks® 2006 Level 2

1 day – Instructor led

Course Description

This course is a more advanced look at how to use QuickBooks to best meet the needs of your business. The main objective is to introduce you to more of QuickBooks's features and give you an opportunity for hands-on practice. You will learn about how to create reports and graphs and use forms and other QuickBooks accounts. You will examine how to track and pay sales tax using QuickBooks, and also how to do payroll with QuickBooks. By the time you complete the course, you will have a good idea of how an accounting software package can save time and help organize business finances.

Course Objective: You will examine some of the more advanced features of QuickBooks to help meet the needs of your business.

Target Student: This course is designed for a person 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.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Customize forms.
- Use other QuickBooks accounts.
- Create reports.
- Create graphs.
- Track and pay sales tax.
- Do payroll with QuickBooks.
- Estimate, time track, and job cost.
- Write letters.
- Synchronize with contact management software.



QuickBooks 2006 Level 2 - continued

Course Content

Lesson 1: Customizing Forms

- Creating a Custom Template
- Modifying a Template
- Printing Forms

Lesson 2: Using Other QuickBooks Accounts

- Other QuickBooks Account Types
- Tracking Credit Card Transactions
- Working with Asset Accounts
- Working with Liability Accounts
- Understanding Equity Accounts

Lesson 3: Creating Reports

- Creating QuickReports
- Modifying QuickReports
- Memorizing QuickReports
- Running Preset Reports
- Modifying Preset Reports
- Exporting Reports to Microsoft Excel
- Printing Reports

Lesson 4: Creating Graphs

- Creating QuickInsight Graphs
- Using QuickZoom with Graphs
- Working with the Sales Graph
- Customizing Graphs
- Printing Graphs

Lesson 5: Tracking and Paying Sales Tax

- Using Sales Tax in QuickBooks
- Setting up Tax Rates and Agencies
- Determining What You Owe
- Paying Your Tax Agencies

Lesson 6: Doing Payroll with QuickBooks

- Using Payroll Tracking
- Setting Up for Payroll
- Setting Up Employee Payroll Information
- Writing a Payroll Check
- Printing Paycheck Stubs
- Tracking Your Tax Liabilities
- Paying Payroll Taxes
- Printing Forms 940 and 941

Appendix A: Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Displaying Project Reports for Estimates
- Updating the Job Status
- Tracking Time
- Displaying Project Reports for Time Tracking