

Introduction to QuickBooks

Gladys Bowman

Duration: 6 hours **Cost:** \$249 **Course Minimum:** 3 **Course Maximum:** 6

Session 1:

- Discuss decisions that need to be made before using QB
- Learn how to create a new QB company
- Learn how to set QB Preferences
- Learn how to navigate QB
- Learn the foundation of QB and how to get around
- Learn common terms used by QB

Session 2:

- Learn how to set up a customer
- Learn how to create invoices
- Learn how to memorize an invoice transaction
- Learn how to add a new item on the item list
- Learn how to associate a price level with a customer
- Learn how to generate statements

Session 3:

- Learn how to set up a vendor
- Learn how to enter bills in QB
- Learn how to create credits for vendors
- Learn how to pay a bill in QB
- Learn how to record credit card amounts
- Overview of bank reconciliations