



QuickBooks Basic Course

We are offering a QuickBooks Seminar that will teach you how to navigate QuickBooks, create a company file, set up inventory, work with vendors (Accounts Payables) and customers (Accounts Receivables), managing payroll, and creating reports. These topics will give you a great start for managing your business with QuickBooks or enhancing your career opportunities.

This is a great course for someone looking for a job that requires the use of QuickBooks. The class will cover all the common day to day transactions needed by businesses. You will also learn how to perform monthly tasks such as reconciliation and customized reports.

This is also a great class for someone looking to learn and setup QuickBooks for his or her small business.

- **We are one of only places where the course is taught by a QuickBooks Certified ProAdvisor with years of experience using QuickBooks.**
- **This is 100% hands on seminar; every student will have his or her own computer to work on. Some training providers teach QuickBooks with no hands on training. You will not learn QuickBooks by watching someone else use it. It's like learning to drive a car by watching someone else drive.**
- A customized manual with step by step directions is included with the seminar.
- You'll be given a Certificate upon completion of the training.
- A FREE retake is included should you ever need a refresher.
- The seminar is held in a convenient and spacious location in Midtown Manhattan.
- We are New York City's #1 QuickBooks Trainers. We teach more people QuickBooks than any other training center.
- We are an Intuit QuickBooks Certified testing center. Take this course along with our QuickBooks Advance class and you will be ready to ace your QuickBooks Certified User exam. Call us to learn more about our QuickBooks Certified User course and exam package.



Students will learn

- What are the different versions of QuickBooks and how are they different.
- Fast and easy ways to navigate QuickBooks, including keyboard shortcuts.
- How to create a company file and how to customize it to suit a business.
- How to create a chart of accounts and a review of accounting terms.
- How to create an Items list with services and inventory parts. This includes managing the Items list.
- Buying inventory for a business.
- Managing Accounts Payable, including entering and paying bills.
- Managing Accounts Receivable, including selling services, inventory parts, and receiving payments.
- Paying and managing sales taxes.
- How to create employees, and running a payroll schedule.
- Banking tasks such as transferring funds, reconciliation, and journal entries.



- Running important reports such as, Profit and Loss, Balance sheet, Monthly sales summary, Accounts Receivable aging, Accounts Payable aging, Inventory status, Trial Balance, General Ledger, and Payroll summary.
- How to export and customize a report in Excel.

The Seminar will include the following topics:

Lesson 1: Getting Started

Starting QuickBooks
Introduction to QuickBooks
Using the Navigators List
Opening QuickBooks Pages
Using the Menu Bar
Using the Icon Bar
Setting up QuickBooks on a Network
Learning Common Business Terms
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 Customer: Job List
Working with the Employee List
Working with the Vendor List
Adding Customized Fields
Managing Lists

Lesson 4: Setting Up Inventory

Entering Products into Inventory
Ordering Products
Receiving Inventory
Paying for Inventory

Lesson 5: Selling Your Product

Creating Invoices

Lesson 6: Invoicing for Services

Setting Up a Service Item
Creating a Service Invoice
Entering Statement Charges
Creating Billing Statements

Lesson 7: Processing Payments

Receiving Payments for Invoices
Making Deposits

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

Lesson 10: Creating Reports

Creating QuickReports
Running Preset Reports

Lesson 11: Doing Payroll with QuickBooks

Using Payroll Tracking
Setting Up for Payroll
Setting Up Employee Payroll Information
Writing a Payroll Check
Printing Paycheck Stubs