



# QUICKBOOK: QuickBooks for Business

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**Course Title:** QUICKBOOK: QuickBooks for Business

**Course Length:** 1 day

**Instructional Methodology:** Instructor-led, computer lab exercises

**Course Description:** This one-day, introductory course focuses on small business owners who want to incorporate QuickBooks into all financial and operational aspects of their business. It is also designed to help employees learn QuickBooks as part of an integrated business system. Individuals do ***not*** need to have an accounting background to take this class.

## Course Outline

### **Fundamentals**

- Accounting
- QuickBooks

### **Banking**

- Writing checks
- Using a credit card for company purchases
- Making deposits

### **Customers**

- Using the customer job list
- Customer sales forms
- Using items on sales forms
- Setting up sales tax
- Taking payments from customers
- Creating statements
- Issuing credits and refunds

### **Vendors**

- Using the vendor list
- Setting up vendor terms
- Writing a check vs. entering a bill
- Bill credits from vendors
- The Pay Bills screen
- Paying sales tax
- Setting up reimbursable expenses

### **Inventory**

- Inventory in QuickBooks
- Purchase orders and receiving inventory
- Inventory asset and cost of goods sold
- Adjusting inventory values