



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Get Going with QuickBooks® 2005 for Windows

Course Specifications

Course number: 050945
Course length: 1 Day
Software: QuickBooks® Pro Edition 2005 for Windows

Course Description

This course covers features that are in QuickBooks Pro Edition 2005. First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2005.

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.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

Hardware/Software Requirements

Verify that QuickBooks 2005 software is installed on your computer. Please refer to your software installation instructions for specific hardware requirements.

Course Overview

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

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Course Content

Getting Started

- Starting QuickBooks
- Introduction to QuickBooks
- Using the Navigators List
- Using the Menu Bar
- Using the Icon Bar
- Setting up QuickBooks on a Network
- Learning Common Business Terms
- Exiting QuickBooks

Setting Up a Company

- Creating a QuickBooks Company
- Using the Chart of Accounts
- Entering Account Opening Balances

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

Setting Up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

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Selling Your Product

- Creating Invoices
- Making Cash Sales

Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

Processing Payments

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds Between Accounts
- Reconciling Checking Accounts

Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

Using the EasyStep Interview

- Using the EasyStep Interview

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

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