



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
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A Division of Moore Solutions inc

Get Going with QuickBooks® 2006 for Windows

Course Specifications

Course number: 084741

Software: QuickBooks® Pro Edition 2006 for Windows

Course length: 1 day

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.

System Requirements

This training guide works with the following application:

- QuickBooks® Pro Edition 2006 for Windows

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.

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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

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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

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