

## **QuickBooks® 2009, Level 1**

If you are using the software for the first time, you will be introduced to its primary features. If you are familiar with the software, you will quickly learn the new features and functionality of this version. Regardless of your skill level, you will learn with the greatest of ease.

**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.

### **OBJECTIVES:**

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

## **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
- 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
- Applying Credit to Invoices
- E-mailing 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

**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

**Lesson 10: Using the EasyStep Interview**

Using the EasyStep Interview

**Lesson 11: Using Online Banking**

Setting Up an Internet Connection

Activating Online Services

Viewing, Downloading, and Matching Online Transactions

Creating Online Payments

Transferring Funds Online

Canceling Online Payments

Sending E-mail to Your Financial Institution

**Lesson 12: Sharing Files with an Accountant**

Saving an Accountant's Copy

Removing Accountant's Copy Restrictions

Using the Accountant's Copy File Transfer Service

Importing an Accountant's Changes