COURSE SYLLABUS

QuickBooks Bootcamp

Are you ready to take control of your business finances? Join this class and gain the essential skills to effectively manage your company's finances. You'll learn the core principles of QuickBooks, including how to set up and navigate the software, record transactions, track expenses, and generate detailed financial reports.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/quickbooks-bootcamp



nyc@careercenters.com • (212) 684-5151

Course Outline

Getting Started

- Starting QuickBooks
- Overview of the homepage and menu system

Setting Up a Company

- Creating a QuickBooks Company
- Modifying and Editing New Account in Chart of Accounts
- Entering Account Opening Balances

Working with Lists

- Entering Customers and Vendors
- Inventory Items, Sales Tax Items and Service Items
- Viewing the reminders list and the classifications list
- Creating QuickReports from Vendors, Customers and Chart of Accounts

Working with Bank Accounts

- Entering and Paying Bills
- Writing Checks
- Using Bank Account Registers
- Transferring Funds Between Accounts

Invoicing and Processing Payments from Customers

- Creating an Invoice
- Receiving Payments for Invoices
- Making Deposits
- Using Sales Receipts

Understanding the Process of Reconciliation

Reconciling Bank Accounts

Additional Fundamentals

Backing up and restoring data; Entering Opening Balances

Quick Review

A short review of QuickBooks Essentials Class

Running and Analyzing Reports

- Modifying and Memorizing Reports
- Customizing and Filtering Reports
- Exporting Reports to Microsoft Excel
- Saving as PDF files

Customizing Forms

- Modifying a QuickBooks Form
- Downloading Template

Working with Credit Card Accounts

- Entering a new CC Account
- Entering transactions for CC Account
- Reconciling CC account
- Paying CC account

Bank Reconciliation

Reconciling Bank Accounts

Managing Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving and Paying for Inventory
- Selling Your Product
- Creating Product Invoices
- Making Cash Sales for Services
- Manually Adjusting Inventory

Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Updating the Job Status
- Tracking Time

Entering Payroll

- Outside Payroll Service
- QuickBooks Payroll