

QuickBooks Level I

This QuickBooks Level 1 class for the traditional PC Desktop software will not only cover many QuickBooks functions that most people use on a daily basis, but will also include some accounting basics, bookkeeping basics, and tax basics.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/quickbooks-level-1>



nyc@careercenters.com • [\(212\) 684-5151](tel:2126845151)

Course Outline

Getting Started

- Discovering what's new in QuickBooks
- Presenting QuickBooks Pro
- Understanding Basic Accounting
- Managing Basic QuickBooks Files
- Working with the QuickBooks Window
- Backing up and Updating Your Company File

Creating a Company

- Planning and Creating a Company
- Editing Your QuickBooks Preferences
- Working with Opening Balances and Historical Transactions
- Finding Help in QuickBooks
- Setting up Users

Customizing a Company File

- 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 Charts of Accounts

Working with Vendors

- Exploring the Vendor Center
- Working with Customer and Vendor Profile Lists
- Creating Custom Fields
- Entering Bills
- Paying Bills

- Writing and Printing Checks

Working with Customers

- Working with the Customer Center
- Understanding and Creating Items
- Creating Invoices
- Receiving Payments
- Entering Sales Receipts
- Integrating with Microsoft Word

Banking with QuickBooks

- Creating Bank Accounts
- Making Deposits
- Transferring Funds
- Understanding Banking Online

Understanding the Process of Reconciliation

Reconciling Bank Accounts

Additional Fundamentals

- Backing up and restoring data
- Entering Opening Balances