

# 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. What's the point of learning QuickBooks unless the financials are accurate and are in the right category? Paul R. has been in the accounting field for 20 years, and puts the bookkeeping/accounting skills together with QuickBooks skills in one engaging day.

**Group classes in NYC and on-site training is available for this course.**  
For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit:  
[careercenters.com/courses/quickbooks-level-1](https://careercenters.com/courses/quickbooks-level-1)



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## 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