



## **Get Going with QuickBooks 2007: For Windows**

**Course Objective:** This training guide is dedicated to providing you with a flexible, high-performance learning system. This dedication has resulted in a unique and progressive training method. Unlike other training methods that focus on theory or high-tech training products that overwhelm you, this training method provides a simple approach to learning computer software. Each guide is written to assume the user has no prior computer skills. 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.

### **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 your product.
- Invoice for services.
- Process payments.
- Work with bank accounts.
- Enter and pay bills.
- Use the EasyStep Interview.
- Use online banking.

### **Course Content**

#### **Lesson 1: Getting Started**

Topic 1A: Starting QuickBooks

Topic 1B: Identifying Components of the QuickBooks Operating Environment

Topic 1C: Opening QuickBooks Centers

Topic 1D: Opening Other QuickBooks Windows

Topic 1E: Identifying Common Business Terms

Topic 1F: Setting Up QuickBooks in Multi-User Mode

Topic 1G: Exiting QuickBooks

#### **Lesson 2: Setting Up a Company**

Topic 2A: Creating a QuickBooks Company

Topic 2B: Using the Chart of Accounts

Topic 2C: Entering Account Opening Balances

#### **Lesson 3: Working with Lists**

Topic 3A: Creating Company Lists

Topic 3B: Working with the Customers & Jobs List

Topic 3C: Working with the Employees List

Topic 3D: Working with the Vendors List

Topic 3E: Adding Customized Fields

Topic 3F: Managing Lists

**Lesson 4: Setting Up Inventory**

Topic 4A: Entering Products into Inventory

Topic 4B: Ordering Products

Topic 4C: Receiving Inventory

Topic 4D: Paying for Inventory

Topic 4E: Manually Adjusting Inventory

**Lesson 5: Selling Your Product**

Topic 5A: Creating Product Invoices

Topic 5B: Making Cash Sales

**Lesson 6: Invoicing for Services**

Topic 6A: Setting Up a Service Item

Topic 6B: Changing the Invoice Format

Topic 6C: Creating a Service Invoice

Topic 6D: Entering Statement Charges

Topic 6E: Creating Billing Statements

**Lesson 7: Processing Payments**

Topic 7A: Receiving Payments for Invoices

Topic 7B: Making Deposits

Topic 7C: Printing Statements

**Lesson 8: Working with Bank Accounts**

Topic 8A: Writing a QuickBooks Check

Topic 8B: Using Bank Account Registers

Topic 8C: Entering a Handwritten Check

Topic 8D: Transferring Funds Between Accounts

Topic 8E: Reconciling Checking Accounts

**Lesson 9: Entering and Paying Bills**

Topic 9A: Handling Expenses

Topic 9B: Using QuickBooks for Accounts Payable

Topic 9C: Entering Bills

Topic 9D: Paying Bills

**Appendix A: Using the EasyStep Interview**

Topic AA: Using the EasyStep Interview

**Appendix B: Using Online Banking**

Topic BA: Setting Up an Internet Connection

Topic BB: Activating Accounts

Topic BC: Reading Online Statements

Topic BD: Creating Online Payments

Topic BE: Transferring Funds Online

Topic BF: Canceling Online Payments

Topic BG: Sending E-mail to Your Financial Institution