

# Get Going with QuickBooks 2007 for Windows

1 day

## Description

This course teaches students how to set up a company, work with lists, set up inventory, and sell a product. Students will learn how to invoice for services, process payments, and work with bank accounts. In addition, they will work with bank accounts, enter and pay bills, and use the EasyStep interview and online banking.

## Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

## Course Outline

### **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