

## QuickBooks Basics

### COURSE DESCRIPTION

This hands-on course provides an overview of QuickBooks accounting software and its basic features.

### COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Understand the basic differences between current versions of the software
2. Prepare for using QuickBooks
3. Install and set up QuickBooks
4. Navigate in QuickBooks
5. Create, open, and modify Company Files
6. Load Master File Lists
7. Change QuickBooks preferences
8. Record sales and receive payments
9. Pay bills
10. Secure, back-up and restore Company Files

### COURSE INSTRUCTOR

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Course handouts are available at [https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources](https://mtateresearch.com/computer_courses_supplemental_resources)

### COURSE OUTLINE

The course will cover the following topics:

#### QuickBooks Overview

- An introduction to QuickBooks
  - Key differences between the desktop and online versions of QuickBooks
  - An overview of QuickBooks basic and optional components/features
- Preparing for using QuickBooks
- Installing and setting and up QuickBooks
  - Using a CD-ROM
  - Online
  - Using mobile applications
- Navigating in QuickBooks

#### Creating, Opening, and Modifying Company Files

- Creating, opening, and saving Company Files
  - Vendors
  - Other information
- Loading Master File Lists
  - Inventory and/or services
  - Employees
  - Customers
- Editing, organizing, and deleting Company File information
- Customizing QuickBooks preferences
- Sharing Company Files

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### Recording Sales and Receiving Payments

- An introduction to recording sales in QuickBooks
- Creating, modifying, and saving sales receipts
- Creating, modifying, and saving invoices
- Receiving and recording different types of payments
- Making deposits
- Using credit memos
- Creating billing statements
- Creating estimates

### Paying Bills

- Choosing a bill paying method
- Entering bills upon receipt and paying them when they are due
- Paying bills immediately upon receipt
- Paying bills with checks
- Paying bills with a credit card
- Paying bills with cash, debit card, ATM card, PayPal, or EFT
- Editing bills
- Using Bill Tracker
- Voiding or deleting a bill or payment
- Entering and applying credit from a vendor

### Backing Up and Restoring Company Files

- Backing up the QuickBooks Company File
- Setting up local backup options
- Scheduling local backups
- Restoring a backup Company File