

## QuickBooks Transactions

### COURSE DESCRIPTION

This hands-on course is intended for individuals who have already installed and set up QuickBooks, including the Master File Lists. The course focuses upon using QuickBooks transaction features, including invoicing customers, paying vendors, managing cash and bank accounts, as well as tracking inventory and items.

### COURSE OBJECTIVES

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

1. Understand the different types of QuickBooks transaction features
2. Use QuickBooks invoice features
3. Record sales receipts and credit memos
4. Receive customer payments
5. Assess finance and other charges
6. Create purchase orders
7. Record the receipt of items
8. Enter and pay bills
9. Manage cash and bank accounts
10. Track inventory and items

### COURSE INSTRUCTOR

Marsha Ann Tate, Ph.D.

[marsha@materesearch.com](mailto:marsha@materesearch.com)

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:

#### An Overview of Transactions

- Surveying QuickBooks transactions features
- Accessing transaction features

#### Invoicing Customers

- Selecting the appropriate invoice form
- Customizing an invoice form
- Billing for time
- Printing invoices
- Emailing invoices
- Recording sales receipts
- Recording credit memos
- Receiving customer payments
- Assessing finance and other charges

## **Paying Vendors**

- Choosing a bill payment method
  - Entering bills upon receipt and paying them when they are due
  - Paying bills immediately upon receipt
- Creating purchase orders
- Recording the receipt of items
- Entering and editing bills
- Using the Vendor Center
- Using Bill Tracker
- Using the sales tax menu commands
- 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

## **Managing Cash and Bank Accounts**

- Writing checks
- Making bank deposits
- Transferring money between bank accounts
- Working with the register
- Reconciling the bank account
- Entering credit card charges

## **Tracking Inventory and Items**

- Customizing the Item List
- Adding items to the Item List
- Editing and deleting items in the Item List
- Adjusting physical counts and inventory values
- Adjusting prices and price levels
- Enabling advanced pricing

**SouthHills**  
School of Business & Technology  
**QuickBooks Transactions**

Filename: QuickBooksTransactions.docx. Created January 31, 2019 by Marsha Ann Tate, Ph.D. Last updated February 1, 2019.