Dynamix Learning Solution Centres

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QuickBooks 2009 + CertBlaster

ISBN-10: 1-4260-0623-3
Duration: One day
Description:
This ILT Series course covers the fundamentals of using QuickBooks 2009 to track the finances of a small business. You will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. You will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up their data.
Prerequisites: Windows XP: Level 1 or equivalent experience

Topic-Level Outline

Unit 1 : Getting started
*Topic A: * Introducing QuickBooks 2009*
A-1: Starting QuickBooks and viewing a sample file
A-2: Exploring the QuickBooks desktop
A-3: Opening a company file
*Topic B: * Getting help and closing QuickBooks*
B-1: Accessing Live Community
B-2: Using the QuickBooks Learning Center
B-3: Using the QuickBooks Help window
B-4: Closing QuickBooks

Unit 2 : Setting up a new company
*Topic A: * Using the EasyStep Interview*
A-1: Starting the EasyStep Interview
A-2: Entering company information and saving your file
A-3: Customizing QuickBooks for your business
A-4: Specifying a start date and bank account
A-5: Completing the EasyStep Interview
*Topic B: * Using the Chart of Accounts*
B-1: Exploring the Chart of Accounts
B-2: Adding credit card and income accounts
B-3: Adding an outstanding loan balance
B-4: Editing an account
B-5: Deleting an account and making an account inactive
B-6: Applying account numbers

Unit 3 : Working with centers and lists
*Topic A: * Managing customers, vendors, and employees*
A-1: Adding a customer to the Customer Center
A-2: Creating a customer type
A-3: Adding a job
A-4: Adding a vendor with an opening balance
A-5: Creating a vendor type
A-6: Adding a note
A-7: Adding an employee to the Employee Center
*Topic B: * Working with the Item List*
B-1: Adding a non-inventory item
B-2: Adding an inventory item
B-3: Grouping items
*Topic C: * Adding custom fields*
C-1: Creating a custom field

Unit 4 : Working with business forms
*Topic A: * Invoices and credit memos*
A-1: Preparing an invoice
A-2: Modifying an invoice
A-3: Printing an invoice
A-4: Creating and previewing a custom invoice form
A-5: Preparing a credit memo
*Topic B: * Sales receipts and customer payments*
B-1: Preparing and printing a sales receipt
B-2: Recording a customer payment and applying a credit
B-3: Depositing payments in your checking account
*Topic C: * Purchase orders and inventory*
C-1: Preparing a purchase order
C-2: Entering items into inventory
*Topic D: * Finding information quickly*
D-1: Using QuickFilter
D-2: Using the Find window

Unit 5 : Banking and billing activities
*Topic A: * Writing and printing checks*
A-1: Using the Write Checks window
A-2: Writing checks from a checking account register
A-3: Printing checks
*Topic B: * Managing bank account transactions*
B-1: Transferring funds between accounts
B-2: Editing transactions
B-3: Voiding and deleting transactions
B-4: Reconciling a checking account
*Topic C: * Entering and paying bills*
C-1: Using the Enter Bills window
C-2: Entering bills in the Accounts Payable register
C-3: Paying bills
*Topic D: * Introduction to payroll*
D-1: Exploring the payroll service options

Unit 6 : Reporting and budgeting
*Topic A: * Generating reports*
A-1: Using the QuickReport and QuickZoom features
A-2: Using the Report Center
A-3: Modifying a report
A-4: Memorizing a report
A-5: Printing a report
*Topic B: * Using Company Snapshot*
B-1: Customizing the Company Snapshot window
*Topic C: * Setting up budgets*
C-1: Creating a budget
C-2: Editing a budget
C-3: Viewing budget reports

Unit 7 : Protecting and backing up data
*Topic A: * Protecting and sharing data*
A-1: Setting an administrator password
A-2: Specifying a closing date
A-3: Setting up users and passwords
A-4: Switching between single- and multi-user modes
A-5: Deleting users and removing passwords
*Topic B: * Backing up data*
B-1: Backing up your company file
B-2: Restoring your company file from a backup