



BREWSTER TECHNOLOGY

COMPUTER TRAINING & SERVICE

www.brewstertech.com

16 MOUNT EBO ROAD SOUTH, SUITE 18 • BREWSTER • NEW YORK • 10509
Phone - (845) 279-9400 • Fax - (845) 279-9413

What's in QuickBooks:

This course is an introduction on how to use QuickBooks to best meet the needs of your business. The main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. You will learn about the types of information you need to track in your business, and how to enter that information and track it. After completion of the course, you will have a greater understanding of the time-saving and organizational features of accounting software as applied to business finances. When you are ready to use QuickBooks, you will be familiar with the most common tasks as well as the advanced features.

Target Audience:

Individuals looking to gain experience and knowledge in QuickBooks.

Prerequisites:

Basic computer skills.

Duration:

16 hours



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Topics Covered:

INTRODUCING QUICKBOOKS

- Presenting QuickBooks Pro
- Types of Companies That Use QuickBooks Pro
- Editions of QuickBooks
- QuickBooks App Center
- Types of Tasks
- Understanding Basic Accounting
- An Accountant's Worst Nightmare (or Greatest Dream?)
- What's Up with GAAP?
- Accrual vs. Cash Basis Accounting
- Where to Find More Help
- Introducing the Integrative Case Studies
- How to Use This Book and the Student Files
- Managing Basic QuickBooks Files
- Launching the Program
- Types of QuickBooks Files
- Opening and Restoring QuickBooks Files
- Working with the QuickBooks Window
- Viewing the QuickBooks Window
- Flowing Through the Home Page
- The QuickBooks Icon Bar
- QuickBooks Calendar
- Controlling the QuickBooks Display
- Maximized vs. Restored Down Windows
- Exiting QuickBooks
- Close All Windows with One Command
- Task Icon ToolTips
- QuickBooks Learning Center Tutorials
- Backing Up and Updating Your Company File
- Backup Location
- Protecting Your Data Online
- When to Save a Backup Copy
- Updating Your QuickBooks Company File
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills

- Extend Your Skills
- Choosing Your Start Date
- Creating a New QuickBooks File
- Choosing a Setup Path
- A Setup Checklist
- A Quick Payroll Primer
- Your Starter Chart of Accounts
- Account Beginning Balances
- Editing Your QuickBooks Preferences
- Company vs. Personal Preferences
- Customizing a Company File
- Modifying the Lists in a New File

CREATING COMPANY

- The Chart of Accounts
- Customizing the Chart of Accounts
- Subaccounts
- Using Classes in QuickBooks
- Working with Opening Balances and Historical
- Transactions
- Entering and Editing Account Opening Balances
- Entering Historical Transactions for an Account
- Finding Help in QuickBooks
- The "Have a Question?" Window
- The Persistent Search Bar
- Setting Up Users
- Administrators and Users
- Restricting Access
- Setting Passwords
- Working with QuickBooks in a Multi-User Environment
- Closing the Books and Running List Reports
- Keeping the End in Mind
- The Report Center
- List Reports in QuickBooks
- Email Functionality in Reports
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend You

WORKING WITH CUSTOMERS

- Working with the Customer Center
- Managing the Customers & Jobs List
- Allowing List Entries to Fill In
- Adding/Editing Multiple List Entries
- The Income Tracker
- The QuickBooks Lead Center
- Working with Nonprofit Organizations
- Understanding and Creating Items
- Service Items
- Non-Inventory Items
- Introducing Sales Tax Items
- Using Subitems
- Creating Invoices
- Entering Customers Not Already on the Customers & Jobs List
- Understanding Payment Terms
- Emailing Invoices
- Form Templates
- Going Behind the Scenes
- Receiving Payments
- Options for Accepting Payments
- The Undeposited Funds Account
- Entering Sales Receipts
- Choosing the Correct Form
- "JIT" Customer and Transaction History
- Dealing with Oops in Customer Transactions
- Editing an Existing Transaction
- Voiding vs. Deleting Transactions
- Locating Transactions in QuickBooks
- Fixing Errors
- Working with Customer-Related Reports
- The Report Window Toolbar
- QuickReports
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills
- Managing the Vendor List



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Topics Covered (Continued):

WORKING WITH VENDORS

- Entering Bills
- Entering Vendor Information on Bills
- Making Changes to Vendor Information on Forms
- Entering a Vendor "On the Fly"
- Choosing Accounts to Prefill Information
- Editing a Vendor Record from a Form
- Passing On Expenses to Customers
- Paying Bills
- Payment Details
- The Payment Summary Window
- Making Other Forms of Payment
- Writing and Printing Checks
- Printing Checks
- Dealing with Oops in Vendor Transactions
- Fixing Errors
- Producing Vendor and P&L Reports
- QuickZoom
- The Profit & Loss Report
- Working with QuickBooks Graphs
- Types of QuickBooks Graphs
- The Graph Toolbar
- QuickZooming with Graphs
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

BANKING WITH QUICKBOOKS

- Creating Bank Accounts
- Accessing Banking Activities in QuickBooks
- The Chart of Accounts
- Working with an Account Register
- Making Deposits
- Reviewing the Undeposited Funds Account
- Moving Funds Between Accounts
- Managing Credit and Debit Card Transactions

- Type of Account and Normal Balance
- Pay a Bill with a Credit Card
- Dealing with Debit Card Transactions
- Dealing with Bounced Checks
- Reconciling Accounts
- QuickBooks' Reconciliation Features
- Locating Discrepancies
- When Your Accounts Don't Match
- Problem Resolution Process
- Reconciling Credit Cards
- Dealing with Oops in Banking Transactions
- Fixing Errors
- Working with Banking and Balance Sheet Reports
- Banking Reports
- Register QuickReports
- Reconciliation Reports
- Alternatives to Printing Reports
- Balance Sheet Reports
- Company Snapshot
- Working with QuickBooks Bank Feeds
- The Modes of Bank Feeds
- Bank Feeds and Reconciliation
- Setting Up Bank Feeds in QuickBooks
- Matching and Recording Bank Feeds
- Passing Notes with Your Financial Institution
- Electronic Invoice Payment Processing
- Making Vendor Payments with Bank Feeds
- QuickBooks Doc Center
- Working with Web-based Simulations
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

DEALING WITH PHYSICAL INVENTORY

- Using Units of Measure
- Setting Up the Item List
- Inventory vs. Non-Inventory Parts
- Add/Edit Multiple List Entries
- Cost of Goods Sold
- Tracking Inventory Sales
- Show Lowest Subaccount Preference
- Dealing with Sales Tax in QuickBooks
- Sales Tax Items and Groups
- Default Tax Rate
- Dealing with Multiple Sales Tax Rates
- Creating Purchase Orders
- Non-Posting Accounts
- Receiving Items
- The Two Methods of Receiving Items
- Including Expenses on a Bill for Items
- Discount Payment Terms
- Selling Inventory Items
- Selling Inventory for Cash and On Account
- Batch Invoicing
- Send a Batch of Forms
- Producing Sales Orders
- Receiving Discounted and Electronic Payments
- Working with Electronic Customer Payments/Wire Transfers
- Online Customer Payments via QuickBooks
- The Shipping Manager
- Working with Refunds
- Issuing a Refund
- Creating a Credit Memo
- Entering a Credit from a Vendor
- Producing Inventory and Sales Reports and Graphs
- Physical Inventory Worksheet
- Making Inventory Adjustments
- Tracking Sales
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills



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Topics Covered (Continued):

WORKING WITH BALANCE SHEET

- Working with Other Current Assets
- Balance Sheet Accounts
- Transferring Funds Between Accounts
- Memorizing Transactions
- Tracking Petty Cash
- Recording Methods
- Writing Off Uncollectable Receivables
- Treating Bad Debt as a Discount
- Using a Credit Memo to Write Off a Bad Debt
- Working with Fixed Assets
- Setting Up Fixed Assets in QuickBooks
- Depreciation
- Accumulated Depreciation
- Fixed Asset Items
- Accountant Tool: Fixed Asset Manager
- Dealing with Current Liabilities
- Sales Tax Payable
- Setting Up a Long Term Liability
- The QuickBooks Loan Manager
- Preparing to Use the Loan Manager
- Working with Equity Accounts
- Owner's Equity / Capital Stock
- Retained Earnings
- Opening Balance Equity
- Budgeting & Predicting in QuickBooks
- Predicting the Future Cash Flow
- Budget Reports
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

USING QUICKBOOKS FOR PAYROLL 327

- Working with Employees in QuickBooks
- Managing the Employees List
- Gather Your Employee Information
- Setting Employee Defaults
- Working with an Outside Payroll Service
- Information to Track
- Enter Information from the Outside Service into QuickBooks
- Setting Up QuickBooks to Run Payroll
- Payroll Recordkeeping in QuickBooks
- Evaluating Payroll Options
- Common Mistakes When Using QuickBooks for Payroll
- Entering Historical Amounts
- Workers' Compensation Insurance
- Creating Paychecks
- Working with Payroll Schedules
- Passing On Billable Time to Customers
- Assigning Sick or Vacation Hours
- Tracking and Paying Payroll Liabilities
- Knowing How Much to Pay
- The Pay Payroll Liabilities Window
- Dealing with Errors in Payroll
- Fixing a Paycheck
- Making Corrections to a Payroll Liability
- Payment
- Working with 1099s and Processing Payroll Forms and Reports
- W-2s and W-3s
- 940 and 941
- 1099-MISC and 1096
- Other Payroll Reports
- Tackle the Tasks

- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

WORKING WITH ESTIMATES AND TIME

- Creating an Estimate for a Job
- Job Costing in QuickBooks
- Using an Estimate to Create a Progress Invoice
- Progress Invoicing
- Using Estimates for Change Orders
- Working with Sales Reps
- Dealing with Customer Deposits
- Unearned Income
- Customer Deposits or Gift Certificates, Oh My!
- Assessing Finance Charges and Producing Statements
- The Assess Finance Charges Window
- Entering Statement Charges
- Creating Statements for Customers
- Using a Batch of Statements to Bill for
- Finance Charges
- Using QuickBooks' Time Tracking and
- Mileage Features
- Methods of Entering Time
- Batch Timesheets
- Tracking Mileage
- Using Time Tracking Hours to Create a Paycheck
- Allocating Salaried Pay to an Individual
- Customer or Job
- Invoicing a Customer for Time Spent on a Job
- Reporting for Estimates and Time Tracking
- Tackle the Tasks
- Concepts Review



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CUSTOMIZING AND INTEGRATING

- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills
- Working with Customer & Vendor Profile Lists
- Table of Customer & Vendor Profile Lists
- Making the Lists Work for You
- Creating Custom Fields
- Adding Custom Fields
- Customizing Reports and Graphs
- Display Properties
- Accrual vs. Cash Basis Reporting
- Working with Report Columns
- Filtering Reports
- Formatting Fonts and Numbers
- Working with Additional Formatting Options
- Header and Footer Options
- Page Layout
- Memorizing Reports
- Creating Custom Forms
- Templates
- Creating a Custom Template
- Using Custom Fields in Forms and Reports
- Working with the Layout Designer Window
- Integrating with Microsoft Office
- Sending Letters with Word
- Exporting QuickBooks Reports to Excel
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

INTRODUCING THE ACCOUNTING

- Exploring the Accounting Cycle and GAAP
- Time to Review the Generally Accepted

- Accounting Principles (GAAP)
- Introducing the Accounting Cycle
- Collecting and Verifying Source Documents
- The QuickBooks Doc Center
- Cycle Step 1: Analyze Business Transactions
- Working with Classes
- What Are Classes?
- Common Uses for Classes
- Setting Up and Managing Classes
- Planning for Class Tracking
- Using Classes for Profit Center Reporting
- Utilizing Subclasses
- Applying Classes to Transactions
- Consistent Class Applications
- Choosing Classes on Forms
- Cycle Step 2: Record Journal Entries
- Cycle Step 3: Post Journal Entries
- Running Class Reports
- The Profit & Loss Unclassified Report
- The Balance Sheet by Class Report
- Working with Price Levels
- Types of Price Levels
- Producing a Statement of Cash Flows
- Method of Reporting
- Forecasting Cash Flow
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills

REPORTING, ADJUSTING ENTRIES

- Closing the Books in QuickBooks
- Behind the Scenes with Closing the Books
- The Final Steps of the Accounting Cycle

- QuickBooks' Automatic Year-End Adjustments
- Preparing for Year-End Reporting
- QuickBooks Reporting Capabilities
- Cycle Step 4: Unadjusted Trial Balance
- Preparing a Worksheet
- Digging in "Behind the Scenes" with Adjusting Entries
- Rule #1: Debits and Credits Must Always Be Equal
- Making Journal Entries
- Cycle Step 5: Adjusting Entries and Adjusted Trial Balance
- Adjusting Inventory Quantity/Value on Hand
- Accounting for Depreciation
- Adjusted Trial Balance Report
- Preparing Financial Statements
- Cycle Step 6: Financial Statements
- The Income Statement
- The Balance Sheet
- The Statement of Owner's Equity
- Creating Reports to Compare Data from Previous Fiscal Periods
- Wrapping Up the Accounting Cycle and Closing the Books
- Cycle Step 7: Closing Entries and Post-Closing Trial Balance
- Setting a Closing Date
- Working with a Company File After Closing
- Correcting Transactions from a Closed Period
- The Audit Trail
- Cleaning Up Your Data
- Working with an Accountant's Copy
- Tackle the Tasks
- Concepts Review
- Reinforce Your Skills
- Apply Your Skills
- Extend Your Skills