COURSE SYLLABUS

QuickBooks Bootcamp

Set up and manage business records in QuickBooks Online. Work with customers, vendors, invoices, payments, bank reconciliation, and financial reports.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/quickbooks-bootcamp



nyc@careercenters.com • (212) 658-1918

Course Outline

Getting Started

- Starting QuickBooks
- Overview of the homepage and menu system

Setting Up a Company

- Creating a QuickBooks Company
- Modifying and Editing New Account in Chart of Accounts
- Entering Account Opening Balances

Working with Lists

- Entering Customers and Vendors
- Inventory Items, Sales Tax Items and Service Items
- Viewing the reminders list and the classifications list
- Creating QuickReports from Vendors, Customers and Chart of Accounts

Working with Bank Accounts

- Entering and Paying Bills
- Writing Checks
- Using Bank Account Registers
- Transferring Funds Between Accounts

Invoicing and Processing Payments from Customers

- Creating an Invoice
- Receiving Payments for Invoices
- Making Deposits
- Using Sales Receipts

Understanding the Process of Reconciliation

Reconciling Bank Accounts

Additional Fundamentals

Backing up and restoring data; Entering Opening Balances

Quick Review

A short review of QuickBooks Essentials Class

Running and Analyzing Reports

- Modifying and Memorizing Reports
- Customizing and Filtering Reports
- Exporting Reports to Microsoft Excel
- Saving as PDF files

Customizing Forms

- Modifying a QuickBooks Form
- Downloading Template

Working with Credit Card Accounts

- Entering a new CC Account
- Entering transactions for CC Account
- Reconciling CC account
- Paying CC account

Bank Reconciliation

Reconciling Bank Accounts

Managing Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving and Paying for Inventory
- Selling Your Product
- Creating Product Invoices
- Making Cash Sales for Services
- Manually Adjusting Inventory

Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Updating the Job Status
- Tracking Time

Entering Payroll

- Outside Payroll Service
- QuickBooks Payroll