

# QuickBooks Level 1

This one-day class is for the QuickBooks Desktop software. When you are finished with this class you will feel comfortable with the fundamentals of QuickBooks, and be able to set up a company, write checks, and enter invoices and payments. You will also be familiar with general accounting terms and procedures.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit:

[training-nyc.com/courses/quickbooks-level-1](http://training-nyc.com/courses/quickbooks-level-1)



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## Course Outline

### Getting Started

- Discovering what's new in QuickBooks
- Presenting QuickBooks Pro
- Understanding Basic Accounting
- Managing Basic QuickBooks Files
- Working with the QuickBooks Window
- Backing up and Updating Your Company File

### Creating a Company

- Planning and Creating a Company
- Editing Your QuickBooks Preferences
- Working with Opening Balances and Historical Transactions
- Finding Help in QuickBooks
- Setting up Users

### Customizing a Company File

- 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 Charts of Accounts

### Working with Vendors

- Exploring the Vendor Center
- Working with Customer and Vendor Profile Lists
- Creating Custom Fields

- Entering Bills
- Paying Bills
- Writing and Printing Checks

### **Working with Customers**

- Working with the Customer Center
- Understanding and Creating Items
- Creating Invoices
- Receiving Payments
- Entering Sales Receipts
- Integrating with Microsoft Word

### **Banking with QuickBooks**

- Creating Bank Accounts
- Making Deposits
- Transferring Funds
- Understanding Banking Online

### **Understanding the Process of Reconciliation**

Reconciling Bank Accounts

### **Additional Fundamentals**

- Backing up and restoring data
- Entering Opening Balances