

The QuickBooks class concentrates on the most common topics that we see in NYC businesses using on a daily basis while using QuickBooks Online. When you are finished with this class you will be able to feel comfortable with the fundamentals of QuickBooks, set up a Company, write Checks, enter invoices and Payments, and you will also feel comfortable with general accountant terms and procedures. This class is perfect to accountants who use QuickBooks or have clients who use it, small Business Owners-Sole Proprietorships and S-Corps, and administrative or Executive Assistant positions.

I. Getting Started

- 1) Starting QuickBooks
- 2) Overview of the homepage and menu system

II. Setting Up a Company

- 3) Creating a QuickBooks Company
- 4) Modifying and Editing New Account in Charts of Accounts
- 5) Entering Account Opening Balances

III. Working with List

- 6) Entering Customers and Vendors
- 7) Inventory Items, Sales Tax Items and Service Items
- 8) Viewing the reminders list and the classifications list
- 9) Creating QuickReports from Vendors, Customers and Charts of Accounts

IV. Working with Bank Accounts

- 10) Entering and Paying Bills
- 11) Writing Checks
- 12) Using Bank Account Registers
- 13) Transferring Funds Between Accounts

V. Invoicing and Processing Payments from Customers

- 14) Creating an Invoice
- 15) Receiving Payments for Invoices
- 16) Making Deposits
- 17) Using Sale Receipt

VI. Understanding the Process of Reconciliation

- 18) Reconciling Bank Accounts

VII. Additional Fundamentals

- 19) Backing up and restoring data Entering Opening Balances