

## Summary

Start using QuickBooks like a Pro. Streamline your accounting with the easiest and most forgiving yet feature-richer applications. Learn how to set up company's accounts, create invoices, receive payments and pay bills, as well as other tasks done in daily accounting practice. Master using reports to get a crystal clear picture of where you are and how to reach where you want your business to be.

## Previous experience

None

## Outline

Setting up your company in QuickBooks  
Navigating QuickBooks windows easily  
Using reports to find information about your company  
Backing up your information  
Everyday transactions  
Set up accounts, customers, vendors, items, and jobs  
Working with lists  
Setting up what you sell and buy (items)  
Tracking customers and sales (customers, estimating, invoicing, sales receipts, retail sales, credit memos, and statements)  
Tracking vendors and expenses (vendors, bills, bill payment stubs, checks, credit memos)  
Prepare and process estimates, invoices, sales receipts, credits, refunds, bank deposits, and customer statements.  
Job costing  
Purchase and manage inventory  
Tracking sales taxes  
Using credit cards  
Customize your chart of accounts to give you meaningful financial statements

Working with reports  
Advanced reporting techniques  
Closing the books  
Backing up and restoring data files  
Customizing QuickBooks  
Special transactions  
Tips and tricks for working faster and more efficiently in QuickBooks.  
Enter and process checks, bills, and payments  
Learn how your company's finances flow through QuickBooks Software  
Setup and use sales tax  
Manage your business using business centers  
Find and fix the most common mistakes made with QuickBooks  
Enter special transactions including bad debts, petty cash transactions, automatic bank transactions, etc.  
Customize reports and create memorized report groups  
Customize QuickBooks to your business  
Customize your sales forms the way you want them