



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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### INTRODUCTION TO QUICKBOOKS

(A 6-hour Program)

#### Increase your competence in QuickBooks by learning the Basic skills!!

Learn about essential tools in QuickBooks and build your confidence to master daily accounting tasks. Give us 6 hours and we will show you the basic features that make QuickBooks a valuable resource.

#### Course Content

##### **Accounting Basics**

- Basic Concepts
- Accounting Principles
- Double Entry Accounting
- Debits and Credits
- Recording Transactions
- The Accounting Cycle
- Financial Statements

##### **Introduction to QuickBooks**

##### **Creating a New Company**

##### **Working with Lists**

##### **Working with Items**

##### **Customers & Sales**

- Managing the Customer List (*Adding new customers, Deleting and Editing existing Customers*)
- Estimates
- Invoicing
- Receiving Payments (*full and partial*)
- Making deposits
- Customer Credits and Refunds
- Customer Statements

##### **Vendors & Expenses**

- Managing the Vendor List (*Adding new vendors, Deleting and Editing existing vendors*)
- Bills (*Entering and Reviewing*)
- Checks (*Printing, Writing, Voiding and Deleting*)
- Credit memos (*Entering and Applying*)

**Maximum No. of Participants: 8**

