

QUICKBOOKS TRAINING

WHO SHOULD ATTEND?

This class is a must for *anyone* responsible for the financial activities and transactions.

- ◆ Business Owners
- ◆ Mid- and upper-level management
- ◆ Office Managers
- ◆ Bookkeepers
- ◆ Collections/Accounts Payable Staff



HOUSTON, TX ◆ MONTHLY CLASSES
5847 San Felipe ◆ Suite 1100

281-358-2007 for enrollment
training@growthforce.com

Classes are \$449 for all three sessions

Upcoming class: April 22, 24 & 29 from
8:00 a.m. to 12:00 p.m.

SCHEDULE AT A GLANCE

Session 1

Lesson 1 Getting Started

Introduction to QuickBooks – Forms, Registers, Lists ◆
Getting around in QuickBooks – Menu Bar, Icon Bar,
Navigation ◆ Bar and Home Page ◆ All the accounting
you need to know – Chart of Accounts, Balance sheet,
Profit & Loss Statement and Statement of Cash Flow ◆
Exiting QuickBooks – Saving, Backing up

Lesson 2 Working with lists

Using QuickBooks lists – Chart of Accounts ◆ Customer
Center- adding names, jobs and information ◆ Employee
Center – adding names and information ◆ Vendor Center
– adding names and data, custom field ◆ Managing Lists
– Sorting, merging, inactive and active, printing

Lesson 3 Working with bank accounts

Writing a QuickBooks check ◆ Using bank account
registers ◆ Entering a handwritten check ◆ Transferring
money between accounts ◆ Reconciling Checking
Accounts

Lesson 4 Using other accounts in QuickBooks

Other account types – Credit cards, Assets, Liabilities,
Equity ◆ Tracking credit card transactions – entering,
reconciling and paying ◆ Working with Asset Accounts –
Tracking depreciation ◆ Tracking a Loan with a Long-
Term Liability Account

Lesson 5 Analyzing financial data

Reports and graphs ◆ Creating QuickReports ◆ Creating
and customizing preset reports – creating PDF's ◆ Saving
report settings – report groups ◆ Exporting reports to
Microsoft Excel ◆ Creating QuickInsight graphs

Session 2

Lesson 1 Entering Sales Information

Using sales forms in QuickBooks – Invoices, Sales
Receipts ◆ Memorizing a sale ◆ Entering a new service
item ◆ Using multiple price levels ◆ Customer reminders
– Collection letters, statements ◆ Processing sales
orders ◆ Tracking Backorders

Lesson 2 Estimating and progress invoicing

Setting preferences ◆ Creating a New job ◆ Writing an
Estimate ◆ Creating an invoice from an estimate ◆
Updating job status

Session 2 (continued)

Lesson 3 Receiving payments and making deposits

Recording customer payments – Full and partial
payments, over-payments, down payments and
Prepayments ◆ Making deposits – Cash Back, credit card
payments

Lesson 4 Customizing forms and writing QuickBooks Letters

About QuickBooks templates ◆ Customizing invoices ◆
Designing custom layouts for forms ◆ Using QuickBooks
Letters

Session 3

Lesson 1 Setting up inventory

Adding Inventory items ◆ Ordering products using
Purchase Orders ◆ Receiving Inventory ◆ Entering a bill
for inventory ◆ Adjusting inventory ◆ Tracking finished
goods – Inventory assemblies ◆ Using units of measure

Lesson 2 Entering and paying bills

Using QuickBooks for accounts payable ◆ Paying bills –
Applying Vendor discounts to bill payments

Lesson 3 Tracking and paying sales tax

Setting up your tax rates and agencies ◆ Applying tax to
each sale ◆ Determining what you owe ◆ Paying your
tax agencies

Lesson 4 Tracking time

Tracking time and mileage – Weekly timesheet ◆
Invoicing a customer for time and mileage ◆ Displaying
project reports for time tracking ◆ Paying nonemployees
for time worked – Items for Subcontractors, Owners,
Partners

Lesson 5 Doing payroll with QuickBooks

Setting up for payroll – preferences, payroll items,
employees ◆ Adding a new Employee ◆ Running a
Payroll Schedule, view paycheck, paystub ◆ Tracking your
tax liabilities ◆ Paying Payroll taxes



Unleash the Power of QuickBooks