Intuit QuickBooks Professional 2012 Training Outline

Instructor:

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Intuit QuickBooks 2012 Basic Level

1.0 Getting Started with QuickBooks

Introduction
Installing, Getting Around and Customizing the Icon Bar
Sample Files and File Types
Moving between Company Files
Getting Help with QuickBooks and Integrated Help
Summary

2.0 Setting Up QuickBooks for your Business

Introduction
Overview of Accounting Terms and Key Financial Reports
Creating a New Company and Importing Contact
Preferences
Summary

3.0 Working with Lists and Centers

Introduction
Overview and Managing Lists
Chart of Accounts
Customer / Job List
Vendor List
Items List
Working with Customer and Vendor Centers
Lead Center
Add/Edit List Multiples
Summary

4.0 Entering Sales

Introduction
Overview of Sales

Creating Invoices
Creating Batch Invoices and Batch invoicing Time and Expenses
Creating Sales Receipts
Credits and Refunds
Summary

5.0 Receiving Payments and Making Deposits

Introduction
Receiving Customer Payments
Recording Deposits and Understanding Undeposited Funds
Other Deposits
Summary

6.0 Customers and Managing Accounts Receivable

Introduction
Customer and Payments Center
Collections Center
Summary

7.0 Payables and Disbursements

Introduction
Account Payable – Enter and Pay Bills
Entering Check, Debit Card Purchase, EFT Payments
Printing Checks
Working with Registers
Purchases with a Credit Card
Summary

8.0 Reconciling Bank and Credit Card Accounts

Introduction
Reconcile Bank Accounts
Reconcile Credit Card Accounts
Overview of Online Banking
Summary

9.0 Other Useful Features

Introduction
E-mailing Forms and Webmail
Memorizing Transactions
Calendar and To-Dos
Document Center

Intuit QuickBooks 2012 Advanced Level

1.0 Reports and Graphs

2.0 Customizing Forms and Budgets

3.0 Tracking and Paying Sales Taxes

4.0 Subcontractors and 1099s

5.0 Jobs, Time and Mileage

6.0 Estimates and Progress Invoicing

Introduction
Creating an Estimate and Invoice
Creating Progress Invoice
Reports
Summary

7.0 Setting Up Inventory

Introduction
Overview, Setting Up Inventory and Inventory Center
Entering Purchase Orders and Receiving Inventory
Average Cost and Inventory Adjustments
Reports
Summary

8.0 Payroll

Introduction
Options for Payroll
Setting Up Payroll
Employees and Payroll Schedules
Entering Time, Batch Timesheets and Processing Payroll
Paying Payroll Liabilities and Tax Forms
Reports
Summary

9.0 Cleaning Up

Introduction
Clean Up Account Receivable
Clean Up Account Payable
Clean Up Undeposited Funds
Fix Incorrectly Paid Sales (or Payroll) Taxes
Fix Beginning Balance in Bank Reconciliation
Summary

10.0 Managing Data Files

Introduction
Compatibility and Working with Your Accountant
Monitor the ‘Health’ of the Data File and Improved Condense
Summary