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### **Getting Started with QuickBooks**

- Navigate the QuickBooks Desktop
- Open a Company File
- Use the Help System
- Close a Company File

### **Set Up a New Company**

- Start the Easy Step Interview
- Create a Company File
- Open the Chart of Accounts
- Create and Delete Accounts
- Make Accounts Inactive
- Apply Account Numbers

### **Work with Centers and Lists**

- Enter and Edit Customers and Vendors
- Create Job Records
- Create Inventory Items
- Create Subtotal Items
- Create Discount Items
- Create Shipping Cost Items
- Create Custom Fields

### **Work with Business Forms**

- Prepare, Print, Modify and Customize Invoices
- Prepare a Credit Memo
- Prepare and Print a Sales Receipt
- Record a Customer Payment
- Deposit Customer Payments
- Prepare and Print Purchase Orders
- Enter Items into Inventory
- Locate Information with QuickFilter and Find

### **Banking and Billing Activities**

- Write and Print Checks
- Transfer Funds Between Accounts
- Edit Transactions
- Reconcile a Bank Account
- Enter and Pay Bills
- Examine the QuickBooks Payroll Service Option

### **Reports and Budgets**

- Use the QuickReport Feature
- Create Reports with the Report Center
- Use QuickZoom to Modify and Memorize Reports
- Use Company Snapshot
- Create and Edit Budgets