

## QuickBooks: 2008

1 Day

### Description

This course covers the fundamentals of using QuickBooks 2008 to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. They will also create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection

### Prerequisites

- None

### Objectives

After completing this course, participants should know how to:

- ✓ Manage bank account transactions.
- ✓ Maintain customer and vendor information.
- ✓ Generate reports.
- ✓ Write and print checks.

#### Unit 1: Getting started

Topic A: Introducing QuickBooks 2008

Topic B: Getting help and closing QuickBooks

#### Unit 2: Setting up a new company

Topic A: Using the EasyStep Interview

Topic B: Using the Chart of Accounts

#### Unit 3: Working with centers and lists

Topic A: Managing customers, vendors, and employees

Topic B: Working with the Item List

Topic C: Adding custom fields

#### Unit 4: Working with business forms

Topic A: Creating invoices and credit memos

Topic B: Sales receipts and customer payments

Topic C: Purchase orders and inventory

Topic D: Finding completed forms

#### Unit 5: Banking and billing activities

Topic A: Writing and printing checks

Topic B: Managing bank account transactions

Topic C: Entering and paying bills

Topic D: Introduction to payroll

#### Unit 6: Working with reports and budgets

Topic A: Generating reports

Topic B: Setting up budgets

#### Unit 7: Protecting and backing up data

Topic A: Protecting and sharing data

Topic B: Backing up data