

# Classroom Training - 2 Day Adgenda

## DAY 1 - Level 1 8:30am - 4:30pm

### Lesson 1: Getting Started

- Gaining an overview of the course and the topics to be covered
- Learning how QuickBooks works and how to get around
- Learning common business terms used by QuickBooks

### Lesson 2: Setting up QuickBooks

- Discussion of decisions to be made before using QuickBooks
- Creating a new company file with QuickBooks
- Customizing QuickBooks with the EasyStep interview

### Lesson 3: Working with Lists

- Working with the chart of accounts
- Adding customer information in QuickBooks
- Adding vendor information in QuickBooks
- Learning about custom fields for customer, vendors, and items
- Tips for managing lists in QuickBooks

### Lesson 4: Working with Bank Accounts

- Learning how to working with bank account registers
- Learning features common to all QuickBooks registers
- Learning about entering transactions directly into registers
- Learning how to reconcile bank accounts in QuickBooks

### Lesson 5: Using Other Accounts in QuickBooks

- Introducing the other account types in QuickBooks
- Learning how to track credit cards transactions
- How to reconcile a credit card account in QuickBooks
- Discussion of the other types of asset, liability, and equity accounts in QuickBooks

### Lesson 6: Entering Sales Information

- Learning about the different types of sales forms in QuickBooks
- Learning about purchase orders and printing forms to PDF.
- Learning how to create invoices in QuickBooks
- Learn the purpose of and use of the item list
- Learn how to enter data on a sales form
- How to memorize invoices
- How to add new items to the item list
- How to add price levels on the price level list
- How to associate price levels to customer records
- How to create invoice letters and reminder statements

### Lesson 7: Receiving and Making Deposits

- Learning how to record customer payments
- Learning how to handle customer discounts, partial payments and overpayments
- How to record deposits in QuickBooks
- How to record cash back from a deposit
- Learn how to process credit card transaction in QuickBooks

### Lesson 8: Entering and Paying Bills

- Discuss the different ways to handle bills in QuickBooks
- Learn how to enter a bill in QuickBooks
- How to pay bills in QuickBooks
- Learn how to enter a discount for a bill from a vendor

**DAY 2 - Level 2**  
**8:30am - 3:30pm**

Lesson 9: Analyzing Financial Data

- Discussion of the tools for analyzing data in QuickBooks
- How to create a Quick Report
- How to add columns and reposition columns on a report
- Learn about the different preset reports in QuickBooks
- Practice creating reports and viewing them on screen
- Customizing report information and look
- How to create report batches
- How to save reports to PDF
- How to export report to Excel and how filter reports in Excel
- Learn about the different report graphs in QuickBooks
- How to create and customize graphs

Lesson 10: Setting up Inventory

- Gaining an overview of what inventory will and won't do in QuickBooks
- Practice filing out purchase orders for inventory items
- Tracking the receipt of inventory items in QuickBooks
- Adjusting inventory in QuickBooks

Lesson 11: Tracking and Paying Sales Taxes

- Gaining an overview of sales taxes management in QuickBooks
- How to properly setup sales taxes in QuickBooks
- How to apply sales taxes to a sale
- How to determine sales tax liability and pay sales tax liabilities

Lesson 12: Doing Payroll in QuickBooks

- Gaining an overview of managing payroll in QuickBooks
- Learn how to properly setup payroll in QuickBooks
- How to set up employees for payroll in QuickBooks
- How to set up payroll schedules
- How to pay employees and payroll liabilities.

Lesson 13: Estimating and Progress Invoicing

- Learning how to create job estimates
- Finding estimates in the company file
- Learning how to copy estimates
- How to create invoices from estimates
- How to display reports on projects
- How to update a job or project status
- How to make estimate inactive

Lesson 14: Tracking Time

- Learning how to track time spent on a project
- Learning how to invoice a customer for time worked on a project
- How to create report for time tracking and learning about other project reports
- How to pay nonemployees for time worked

Lesson 15: Customizing Forms and Writing Letters

- How to modify preset invoice forms
- Designing custom invoices
- Printing invoices
- Learning how to prepare collection letters
- Learning how to edit prewritten letters