



Chaussee Road, Castries
+ (758)-572-8946 / + (758)-284-5073
www.lightsparc.com

QuickBooks PRO 2013 day Training Programme

Course Outline

- Discovering the QuickBooks Work Area
 - Navigating QuickBooks
 - Accounting Concepts and QuickBooks Terminology
 - QuickBooks Help Features
- Creating New Company Files
 - Setup Checklist
 - Creating the Company File
 - Historical Transactions
 - Backing Up Company Files
 - Opening and Closing QuickBooks
 - Opening a Company File
 - Closing a Company File
 - Reopening QuickBooks
- Customizing the Company Files Setup
 - Customizing the Chart of Accounts
 - Adding a Credit Card Account
 - Adding Customers
 - Adding Vendors
 - Adding Items
 - Adding Inventory Items
 - Adding Multiple Entries to a List
- Customer Center and Customer Transactions
 - Exploring the Customer Center
 - QuickBooks Sales Process
 - Creating a Sales Receipt
 - Creating an Invoice
 - Customer Payments
 - Undeposited Funds
 - Credit Memos and Refunds
 - Customer Center Tasks
 - Other Features of the Customer Center
- Vendor Center and Purchases
 - Exploring the Vendor Center
 - Writing Checks vs. Entering Bills
 - Paying Bills



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- Credit Card Transactions
- Vendor Reports
- Banking and Reconciliation
 - Account Registers
 - Transferring Funds Between Bank Accounts
 - Voiding and Deleting Checks
 - Reconciling Accounts
 - Preparing for the First Reconciliation
 - Reconciling an Account
- Managing and Paying Sales Tax
 - Turning on the Sales Tax Feature
 - Grouping Sales Taxes
 - Setting Up Taxable Customers and Items
 - Default Sales Tax Item
 - Applying Tax to a Sales Form
 - Making a Sales Tax Payment
 - Recording a Sales Tax Payment
- Working with Transactions
 - Working with Transactions
 - Finding Transactions
 - Performing a Simple Find
 - Performing an Advanced Find
 - Memorized Transactions
 - Creating a Memorized Transfer
 - Editing Memorized Transactions
 - Deleting a Memorized Transaction
 - Grouping Memorized Transactions
 - Using Memorized Transactions
- Customizing Preferences and Forms
 - Customizing Company Preferences
 - Class Tracking
 - Enabling Class Tracking
 - Setting Up Classes
 - Classifying a Transaction
 - Custom Forms
 - Custom Invoice Form
- Displaying and Customizing Reports
 - Report Center and the Reports Menu
 - Customizing Reports



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- Creating a Memorized Report
- QuickZoom
- Timesheets and Mileage Tracking
 - Tracking Time
 - Turning on the Time Tracking Feature
 - Setting Up Time Tracking Names
 - Weekly Timesheets
 - Entering Time for a Single Activity
 - Time Tracking Reports
 - Creating Time Tracking Reports
 - Tracking Mileage
 - Setting Up the Vehicles List
 - Mileage Rates
 - Viewing Mileage Rates
 - Entering Vehicle Mileage
 - Mileage as an Item
 - Mileage Reports
- QuickBooks along with other software
 - Allow software solutions to access QuickBooks files
 - Let QuickBooks-compatible software access files automatically
 - Restricting permissions for a software solution
- Enabling and Configuring Audit Trails
- Activating the multi-user function