COURSE SYLLABUS

# QuickBooks Bootcamp

Are you ready to take control of your business finances? Join this class and gain the essential skills to effectively manage your company's finances. You'll learn the core principles of QuickBooks, including how to set up and navigate the software, record transactions, track expenses, and generate detailed financial reports.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/quickbooks-bootcamp



hello@nobledesktop.com • (212) 226-4149

## Course Outline

### Getting Started

- Starting QuickBooks
- Overview of the homepage and menu system

### Setting Up a Company

- Creating a QuickBooks Company
- Modifying and Editing New Account in Chart of Accounts
- Entering Account Opening Balances

### Working with Lists

- Entering Customers and Vendors
- Inventory Items, Sales Tax Items and Service Items
- Viewing the reminders list and the classifications list
- Creating QuickReports from Vendors, Customers and Chart of Accounts

### Working with Bank Accounts

- Entering and Paying Bills
- Writing Checks
- Using Bank Account Registers
- Transferring Funds Between Accounts

### Invoicing and Processing Payments from Customers

- Creating an Invoice
- Receiving Payments for Invoices
- Making Deposits
- Using Sales Receipts

### Understanding the Process of Reconciliation

Reconciling Bank Accounts

### Additional Fundamentals

Backing up and restoring data; Entering Opening Balances

### Quick Review

A short review of QuickBooks Essentials Class

### Running and Analyzing Reports

- Modifying and Memorizing Reports
- Customizing and Filtering Reports
- Exporting Reports to Microsoft Excel
- Saving as PDF files

### Customizing Forms

- Modifying a QuickBooks Form
- Downloading Template

### Working with Credit Card Accounts

- Entering a new CC Account
- Entering transactions for CC Account
- Reconciling CC account
- Paying CC account

### Bank Reconciliation

Reconciling Bank Accounts

### Managing Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving and Paying for Inventory
- Selling Your Product
- Creating Product Invoices
- Making Cash Sales for Services
- Manually Adjusting Inventory

### Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Updating the Job Status
- Tracking Time

### Entering Payroll

- Outside Payroll Service
- QuickBooks Payroll