



QuickBooks 2018

Foundation

Course Outline

Day 1 (3 hours)

- Orientation/Introductions
- Create a New Company
- EasyStep Interview
- New Customers
- New/Modifying Reports

Day 2 (3 hours)

- New Vendors
- New Product/Item Setup
- Create New Accounts
- Deposit to Accounts
- Create Backup/Restore

Day 3 (3 hours)

- Purchase Orders
- Receive Items with Bill
- Pay Bills
- Create Sales Receipt
- Create Invoice

- Receive Payments
- Deposit to Bank

Day 4 (3 hours)

- Receive Items & Bills Separately
- Enters Bills/Pay Bills Not From PO
- Adjusting Inventory
- Sales Reports

Day 5 (3 hours)

- Adding Employees
- Payroll Setup
- Memorizing Transactions

Day 6 (3 hours)

- Reorder Points & Preferred Vendors
- Pay Sales Tax
- Quiz
- Practice setup of new company