



# QuickBooks Day 1



QuickBooks Pro & QuickBooks Premier

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Overview

Get started using the world's most popular small business accounting system. Set up your company and customize all of your preferences. Learn to use QuickBooks as your Customer Relationship Management tool. Manage your sales as you learn to create invoices, receive payments, record sales receipts, and more. Finally learn to pay vendor bills as well as setting up fixed assets and making general journal entries.

## Course Contents

1. QuickBooks Overview
  - Setup a new company
  - Create a chart of accounts
  - Set preferences
  - Create a backup
  - Home screen overview
  
2. Using QuickBooks as a Customer Relationship Management (CRM)
  - Adding customers
  - Merging customers
  - Deleting customers
  - Define custom fields
  
3. Recording Sales
  - Create items
  - Create invoices
  - Memorize invoices
  - Receive Payments
  - Make Deposits
  - Create a credit for returns
  - Recording a sales receipt



4. Paying Vendor Bills

- Recording checks, debit, and credit purchases
- Enter and pay bills
- Apply Vendor credit
- Setting up and paying Sales tax
- Setting up fixed assets/ loans
- Recording general journal entries

To register or for more information call our office **(208) 898-9036** or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)



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