



## **Quickbooks 2007 Basic**

### **1.0 Getting started using QuickBooks 2007**

- 1.1 How to Start QuickBooks
- 1.2 Exploring the QuickBooks Interface
- 1.3 How to Open Additional QuickBooks Windows
- 1.4 Basic Business Terminology
- 1.5 How to Setup QuickBooks for Multiple Users

### **2.0 Setting up companies in QuickBooks**

- 2.1 How to Setup a QuickBooks company
- 2.2 Working with the Chart of Accounts
- 2.3 How to Enter an Opening Balance in Your Accounts

### **3.0 Using lists in QuickBooks**

- 3.1 Working with Customers and Jobs Lists
- 3.2 Working with the Employee Center
- 3.3 Using the Employees and Vendors List
- 3.4 How to Add Customized Fields
- 3.5 List Management Techniques

### **4.0 Working with inventory**

- 4.1 How to Enter Products into Your Inventory
- 4.2 How to Order Items and Products
- 4.3 How to Receive Items and Products into your Inventory
- 4.4 How to Pay for Inventory
- 4.5 How to Make Manual Inventory Adjustments

### **5.0 How to sell your product**

- 5.1 How to Create a Product Invoice
- 5.2 Working with Cash Sales
- 5.3 Tracking the Chart of Accounts

### **6.0 Invoicing for services from QuickBooks**

- 6.1 How to Setup Service Items in QuickBooks
- 6.2 How to Create a Service Invoice
- 6.3 How to Enter Statement Charges

### **7.0 Processing your received payments**

- 7.1 What to Do When You Receive Payments for Invoices
- 7.2 How to Make a Deposit

### **8.0 Bank accounts**

- 8.1 How to Write Checks from QuickBooks
- 8.2 How to Enter Handwritten Checks Into Your Register
- 8.3 How to Transfer Funds Between Accounts
- 8.4 How to Reconcile Your Checking Accounts

### **9.0 Entering and paying bills in QuickBooks**

- 9.1 How to Enter Bills
- 9.2 How to Pay Bills
- 9.3 How to Print Checks