



QuickBooks 2009 Basic

1.0 Getting Started

- 1.1 Exploring the Interface and Centers
- 1.2 Open Additional QuickBooks Windows
- 1.3 Set Up QuickBooks for Multiple Users
- 1.4 Navigating Multi-User Mode

2.0 Working with QuickBooks

- 2.1 Set Up a Company
- 2.2 Working with the Chart of Accounts
- 2.3 Entering an Open Balance
- 2.4 Working with Lists
- 2.5 List Management Techniques
- 2.6 Using the Vendors Center
- 2.7 Using the Employees Center
- 2.8 Customizing Fields

3.0 Managing Inventory

- 3.1 Entering Products in Inventory
- 3.2 Ordering Items and Inventory
- 3.3 Receiving Items and Inventory
- 3.4 Paying for Inventory
- 3.5 Adjusting Inventory Manually

4.0 Tracking Basics

- 4.1 Creating a Product Invoice
- 4.2 Creating a Sales Receipt
- 4.3 Tracking the Chart of Accounts

5.0 Working with Services

- 5.1 Setting Up Service Items
- 5.2 Creating a Service Invoice
- 5.3 Entering Statement Charges
- 5.4 Managing Billing Statements

6.0 Banking Tasks

- 6.1 Receiving Payments
- 6.2 Making a Deposit
- 6.3 Writing Checks from QuickBooks
- 6.4 Entering Manually Written Checks
- 6.5 Transferring Funds
- 6.6 Reconciling Accounts
- 6.7 Printing Checks

7.0 Managing Bills

- 7.1 Entering Bills
- 7.2 Paying Bills