



## **QuickBooks 2015 Getting Started**

Course QB15-01 - 2 Days - Instructor-led - Hands on

### **Introduction**

This course covers features that are in QuickBooks Edition 2015.

### **At Course Completion**

Upon successful completion of this course, students will be able to:

- Get started
- Set up a company
- Work with lists
- Set up inventory
- Sell our product
- Invoice for services
- Process payments
- Work with bank accounts
- Enter and pay bills
- Use the EasyStep Interview

### **Prerequisites**

This course is intended for students with a basic understanding of Microsoft Windows who need to know how to use QuickBooks 2015. Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure success, we recommend that students first take one of the following courses, or have equivalent knowledge and skills: Microsoft Windows 8 Level 1, Course WIN8-01

### **Course Materials**

The student kit includes a comprehensive workbook and other necessary materials for this class.

### **Course Outline**

#### **Module 1: Getting Started with QuickBooks 2015**

- Starting QuickBooks
- Setting QuickBooks preferences

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- Identifying components of the QuickBooks
- Operating environment
- Using QuickBooks help
- Identifying common business terms
- Exiting QuickBooks

## **Module 2: Setting Up a Company**

- Creating a QuickBooks company
- Using the chart of accounts

## **Module 3: Working with Lists**

- Creating company lists
- Working with the customers and jobs list
- Working with the employees list
- Working with the vendors list
- Working with the item list
- Working with other lists
- Managing lists

## **Module 4: Setting Up Inventory**

- Entering inventory
- Ordering inventory
- Receiving inventory
- Paying for inventory
- Manually adjusting inventory

## **Module 5: Selling Your Product**

- Creating product invoices
- Applying credit to invoices
- Emailing invoices
- Setting price levels
- Creating sales receipts

## **Module 6: Invoicing for Services**

- Setting up a service item
- Changing the invoice format
- Creating a service invoice
- Editing an invoice
- Voiding an invoice
- Deleting an invoice
- Entering statement charges
- Creating billing statements

## **Module 7: Processing Payments**

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- Displaying the open invoices report
- Using the income tracker
- Receiving payments for invoices
- Making deposits
- Handling bounced checks

### **Module 8: Working with Bank Accounts**

- Writing a QuickBooks check
- Voiding a QuickBooks check
- Using bank account registers
- Entering a handwritten check
- Transferring funds between accounts
- Reconciling checking accounts

### **Module 9: Entering and Paying Bills**

- Handling expenses
- Using QuickBooks for accounts payable
- Entering bills
- Paying bills
- Entering vendor Credit