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Learning Solutions



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## Microsoft® QuickBooks: Get Going with QuickBooks 2011 for Windows

### Course Specifications

Course number: TLR0807  
Course length: 8 hours  
Software: QuickBooks® Pro 2011

### Course Description

**Prerequisites:** You can successfully complete this training guide without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using is recommended.

### Performance-Based Objectives

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

### Course Content

#### Lesson 1: Getting Started

- Topic 1A: Starting QuickBooks
- Topic 1B: Identifying Components of the QuickBooks
- Topic 1C: Operating Environment
- Topic 1D: Opening QuickBooks Centers
- Topic 1E: Opening Other QuickBooks Windows
- Topic 1F: Using QuickBooks Search
- Topic 1G: Identifying Common Business Terms
- Topic 1H: Setting Up QuickBooks in Multi-User Mode
- Topic 1I: Exiting QuickBooks

#### Lesson 2: Setting Up a Company

- Topic 2A: Creating a QuickBooks Company
- Topic 2B: Using the Chart of Accounts
- Topic 2C: Entering Account Opening Balances

#### Lesson 3: Working with Lists

- Topic 3A: Creating Company Lists
- Topic 3B: Working with the Customers & Jobs List
- Topic 3C: Working with the Employees List

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Topic 3D: Working with the Vendors List  
Topic 3E: Adding Custom Fields  
Topic 3F: Managing Lists

**Lesson 4: Setting Up Inventory**

Topic 4A: Entering Products into Inventory  
Topic 4B: Ordering Products  
Topic 4C: Receiving Inventory  
Topic 4D: Paying for Inventory  
Topic 4E: Manually Adjusting Inventory

**Lesson 5: Selling Your Product**

Topic 5A: Creating Product Invoices  
Topic 5B: Applying Credit to Invoices  
Topic 5C: E-mailing Invoices  
Topic 5D: Making Cash Sales

**Lesson 6: Invoicing for Services**

Topic 6A: Setting Up a Service Item  
Topic 6B: Changing the Invoice Format  
Topic 6C: Creating a Service Invoice  
Topic 6D: Creating Batch Invoices  
Topic 6E: Entering Statement Charges  
Topic 6F: Creating Billing Statements

**Lesson 7: Processing Payments**

Topic 7A: Displaying the Open Invoices Report  
Topic 7B: Using the Collections Center  
Topic 7C: Receiving Payments for Invoices  
Topic 7D: Making Deposits  
Topic 7E: Printing Statements

**Lesson 8: Working with Bank Accounts**

Topic 8A: Writing a QuickBooks Check  
Topic 8B: Voiding a QuickBooks Check  
Topic 8C: Using Bank Account Registers  
Topic 8D: Entering a Handwritten Check  
**Topic 8E: Transferring Funds Between Accounts**  
Topic 8F: Reconciling Checking Accounts

**Lesson 9: Entering and Paying Bills**

Topic 9A: Handling Expenses  
Topic 9B: Using QuickBooks for Accounts Payable  
Topic 9C: Entering Bills  
Topic 9D: Paying Bills

**Appendix A: Using the EasyStep Interview**

Using the EasyStep Interview