

## QuickBooks Premier 2008 - Introduction

### *Description:*

QuickBooks Premier 2008 introduction covers an overview of program navigation, basic accounting overview, setting program preferences, setting customer and vendor list, sales tax, writing checks, recording payments, entering and paying bills, reports and more.

### *Time:*

QuickBooks Premier Introduction is a one day course. Runs from 8:30 AM to approximately 4:30 PM, with an hour off for lunch.

### *Prerequisite:*

Have basic Windows skills.

### *Instructor:*

We use Rick Yale who is a very knowledgeable instructor to teach QuickBooks.



### *Topics Covered:*

#### **Lesson 1: Getting started**

Getting around in QuickBooks  
All the accounting you need to know  
Exiting QuickBooks

#### **Lesson 2: Setting up QuickBooks**

Entering company info  
Setting up QuickBooks preferences  
Choosing a start date  
Entering opening balances

#### **Lesson 3: Working with lists**

Editing the chart of accounts  
Working with the Customer:Job list  
Working with the Vendor list  
Managing lists  
Overview of sales tax in QuickBooks  
Setting up your tax rates and agencies  
Applying tax to each sale



#### **Lesson 4: Working with bank accounts**

Writing a QuickBooks check  
Using bank account registers  
Entering a handwritten check  
Transferring money between accounts  
Reconciling checking accounts

#### **Lesson 5: Using other accounts in QuickBooks**

Tracking credit card transactions

#### **Lesson 6: Entering sales and invoices**

Using sales forms in QuickBooks  
Filling in a sales form  
Memorizing a sale

#### **Lesson 7: Receiving payments and making deposits**

Recording customer payments  
Making deposits

#### **Lesson 8: Entering and paying bills**

Handling bills in QuickBooks  
Using QuickBooks for accounts payable  
Entering bills  
Paying bills

#### **Lesson 9: Analyzing financial data**

Creating QuickReports  
Creating and customizing preset reports  
Saving report settings  
Printing reports