

ON LINE SERVICES

Computer Training & Support

QuickBooks 99-Introduction

Course Description:

This course introduces the basic features of Quickbooks 99. Students will learn how to start Quickbooks, add inventory items, work with customers, process sales and purchases, use payroll features, and perform end of month tasks.

Course Outline

Understanding Quickbooks

- Examining The Projects
- Starting Quickbooks
- Understanding Features
- Exploring the Quickbooks Window
- Using the Integrated Features

Working with Inventory

- Understanding Items
- Adding an Inventory Park
- Using Non-inventory Parts
- Adding a Sales Tax Item

Working with Customers

- Using the Customer:Job List
- Adding New Customers
- Adding and Changing Customers

Information

- Working with Notes
- Using Customer Statements

Processing Sales

- Working With Invoices
- Receiving Payments
- Depositing Payments

Processing Purchases

- Adding Vendors
- Using Purchase Orders
- Working with Inventory
- Paying Bills

Using Payroll

- Paying an Employee
- Paying the Owner
- Giving a Raise
- Hiring a New Employee
- Viewing Payroll Reports

Performing End-of-Month Tasks

- Paying Sales Tax
- Reconciling Accounts
- Generating Reports
- Generating Balance Sheets
- Generating Graphs

Application Project

- Advertising Design

Using the Help System

- Completing the EasyStep Interview

What's next? QuickBooks 99 Intermediate