Training offered by Owens Community College - Workforce & Community Services

It doesn't matter what version or package of Quickbooks you are using this introductory class will teach you how to:

Get Started
- Setting up Preferences
- Identifying Components of Quickbooks
- Identifying Common Business/Accounting Terms
- Setting up Multi-User, Updating, Backup & Restoring

Setting up a Company
- Forms Template
- Understanding and setting up Chart of Accounts
- Setting up Passwords

Working with Lists
- Customers & Jobs
- Vendors
- Items & Services
- Other Lists (Class, Other Names, etc.)

Transactions
- Invoicing
- Statement Charges
- Bills
- Check Registers, Banking, Credit Cards, Deposits
- Handling Bounced Checks
- Handling Sales Tax
- Handling Vendor Credits

Other topics include setting up your inventory and selling your products.