

**SYSTEMETRICS  
HANDS-ON, PERSONAL  
COMPUTER SEMINAR**

# **Introduction to QuickBooks 2006 - 2012**

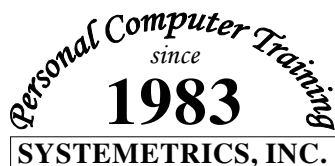
**Duration:** 1 day (6 hours)

**Prerequisite(s):** A basic knowledge of the Windows environment, experience using other Windows applications, and a basic knowledge of bookkeeping/accounting concepts.

**Environment:** Microsoft Windows

**Version(s):** 2006 through 2012. Taught using version 2009.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone or e-mail support in Intuit QuickBooks.



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**Who Should Take This Seminar:** *Introduction to QuickBooks2006 - 2012* instructs the user in the basic business accounting functions of QuickBooks, including accounts receivable, accounts payable, inventory management, payroll, and reporting. While the individual user may not plan on using all aspects of QuickBooks, exposure to all modules will be valuable and the concepts used in one module are generally applicable to other modules. Because the majority of QuickBooks users do not use the payroll features of the program, only a small amount of time will be spent on that aspect. The student should be aware of bookkeeping/ accounting concepts before taking this seminar and should have experience using other software designed for the Windows environment. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

## **Seminar Outline**

- I. Intuit's QuickBooks Essentials**
  - A. What is QuickBooks?
  - B. Setting up your company
  - C. QuickBooks Working Aids
    - 1. Help
    - 2. Navigators/Home Page
    - 3. Centers
  - D. Working with lists, transactions, and reports
- II. Working with Lists**
  - A. Accessing lists
  - B. Managing lists
- III. Managing Income and Expenses**
  - A. Processing accounts receivable
    - 1. Preparing a sales receipt
    - 2. Preparing an invoice
    - 3. Preparing a credit/refund
    - 4. Receiving payments
    - 5. Making deposits
  - B. Processing accounts payable
    - 1. Entering bills
    - 2. Recording bills as paid
    - 3. Issuing checks
  - C. Memorizing transactions
- IV. Managing Inventory**
  - A. Using purchase orders
  - B. Maintaining inventory
- V. Setting Up and Processing Payroll** (brief overview)
- VI. Working with Reports**
  - A. Viewing reports
  - B. Customizing reports
  - C. Memorizing reports
  - D. Using QuickZoom to view report detail
  - E. Transferring data to Microsoft Excel