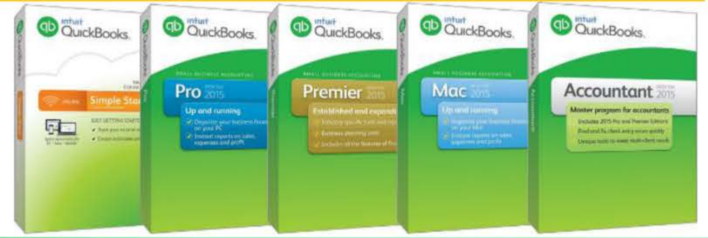

QuickBooks Enterprise Solution 2016 Outline

Lesson One: Getting Started

To gain an overview of the course and the topics to be covered
To know how QuickBooks works and how you can get around in QuickBooks
To learn common business terms used by QuickBooks
To Discuss different versions of QuickBooks
To see how to exit QuickBooks

Lesson Two: Setting Up and Managing QuickBooks Data Files

To discuss decisions that must be made before using QuickBooks
To create a new QuickBooks company using the Easy Step Interview
To set QuickBooks preferences
To discuss Single vs. Multi user mode and how to add users
To discuss different QuickBooks file types and Backup Options

Lesson Three: Working with List and Items

To edit the company chart of accounts
To add a new customer to the Customers & Jobs list
To add a new vendor to the Vendor list
To learn about custom fields, and to practice adding custom fields
To see how to manage lists and items in QuickBooks

Lesson Four: Working with Bank Accounts

To learn how to work with registers for QuickBooks bank accounts
To demonstrate how to open a register
To learn the features common to all registers
To learn when and how to make entries directly in the register
To demonstrate how to reconcile a QuickBooks bank account

Lesson Five: Entering Sales Information

To learn about the different formats available for sales forms
To save sales and purchase forms in Portable Document Format (PDF)
To practice creating a new invoice
To learn the purpose and use of the QuickBooks Item list
To see how QuickBooks records the information you enter on sales forms
To memorize an invoice transaction for reuse
To add a new item to the Item list
To add a new price level to the Price Level list
To associate a price level with a customer
To generate reminder statement

Lesson Six: Receiving Payments & Making Deposits

To learn how to record customer payments in QuickBooks
To learn how to handle customer discounts, partial payments, overpayments, or down payments
To see how to record a deposit in QuickBooks, and learn how QuickBooks treats the deposit Behind the scenes
To learn how to enter cash back from a deposit in QuickBooks

Lesson Seven: Entering and Paying Bills

To discuss the different ways you can handle bills in QuickBooks
To learn how to enter a bill in QuickBooks
To use the Pay Bills window to pay a bill in QuickBooks

Lesson Eight: Using Other Accounts in QuickBooks

To introduce the other account types available in QuickBooks
To learn how to track credit card transactions in QuickBooks
To reconcile a credit card account
To see how to make a credit card payment
To discuss the different types of asset and liability accounts you can create and see how to track assets and liabilities in QuickBooks.
To introduce the subject of equity and QuickBooks equity accounts

Lesson Nine: Analyzing Financial Data

To discuss some of the tools QuickBooks gives you for analyzing financial data: Quick Reports, preset reports, and graphs
To create a Quick Report
To learn about the types of preset reports QuickBooks offers
To practice creating reports and viewing them onscreen
To customize a report by changing how it looks and the data it covers (filtering)
To save reports as Portable Document Format (PDF) files
To learn how to export a report to Microsoft Excel
To practice filtering reports in Microsoft Excel
To learn about the types of graphs QuickBooks offers

Lesson Ten: Setting Up Inventory

To get an overview of inventory in QuickBooks
To practice filling out a purchase order for inventory items
To track the receipt of the inventory items in QuickBooks
To adjust inventory manually, to enter a stock loss or increase
To set up and use units of measure

Lesson Eleven: Tracking and Paying Sales Tax

To get an overview of sales tax in QuickBooks (the steps involved in tracking, collecting, and paying it)
To see how to set up QuickBooks to track sales tax
To see how to apply sales tax to a sale
To learn how to determine a business's sales tax liability
To write a QuickBooks check to the appropriate tax agency for sales tax liability

Lesson Twelve: Doing Payroll with QuickBooks

To gain an overview of payroll in QuickBooks
To learn more about payroll setup
To set up employee payroll information
To set up payroll schedules
To practice writing and printing a payroll check
To learn how QuickBooks tracks your tax liabilities
To practice paying payroll taxes

Lesson Thirteen: Tracking Time

To learn how to track time worked on a project
To learn how to invoice a customer for time worked on a project
To create project reports for time tracking and learn about other project reports
To learn how to set up items used to track time worked by owners or partners
To learn how to pay nonemployees for time worked

Lesson Fourteen: Estimating & Progress Invoicing

To learn how to create job estimates
To find an estimate in a data file
To learn to duplicate an existing estimate
To create an invoice from an estimate
To display project reports for estimates
To update a job's status
To make an estimate inactive

Lesson Fifteen: Customizing Forms and Writing QuickBooks Letters

To learn how to modify a preset invoice form

To design a custom invoice form

To see how to print invoices

To learn how to prepare a collection letter for overdue customers

To learn how to edit a prewritten letter in QuickBooks

***Project:**

Two project we will work with you at the end of lessons

Participants:

- All People

Training material, Certificate and final report:

Training methodology, agenda, and evaluation pre-test/post- test document in two languages: English

Conduct Training Seminar Dari language

Times:

07:00 AM to 08:00 AM
08:00 AM to 09:00 AM
09:00 AM to 10:00 AM
04:00 PM to 05:00 PM
05:00 PM to 06:00 PM
06:00 PM to 07:00 PM