



Index Computers

Professional Computer Services

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Course Outline

QuickBooks Pro

Getting Started

Introducing QuickBooks 2011
Moving around QuickBooks
Getting Help and Closing QuickBooks

Setting up a New Company

Introducing the EasyStep Interview
Setting up Income and Expenses
Entering Opening Balances

Working with Lists and Preferences

Introducing the Chart of Accounts
Managing Customers and Vendors
Working with the Item List
Adding Custom Fields
Changing Personal and Company Preferences

Working with Business Forms

Invoices and Credit Memos
Sales Receipts and Customer Payments
Finding Completed Forms

PRICE: \$420, including manual

Banking and Billing Activities

Writing and Printing Checks
Managing Bank Account Transactions
Entering and Paying Bills
Purchase Orders and Inventory

Working with Reports

Quick Reports
Menu Reports
Modifying Reports

Protecting and Backing Up Data

Protecting and Sharing Data
Backing up Data