

# Quickbooks 2010



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## Quickbooks 2010, I

- **Getting Started.** Introducing to QuickBooks, Getting around in QuickBooks, All the accounting you need to know, Exiting Quick Books, Moving between company files.
- **Setting Up QuickBooks.** Creating a QuickBooks company, Entering company info, Customizing QuickBooks for your business, Setting up your business accounting, Completing company file setup, Getting help while using QuickBooks.
- **Working with Lists.** Using QuickBooks lists, Editing the chart of accounts, Working with the Customers & Jobs list, Working with the Employee Center, Working with the Vendor Center, Adding custom fields, Managing lists.
- **Working with Accounts.** Writing a QuickBooks check, Using bank account registers, Entering a handwritten check, Transferring money between accounts, Reconciling checking accounts.
- **Tracking Credit Card Transactions.**
- **Entering Sales Information.** Using sales forms in QuickBooks, Filling in a sales form, Memorizing a sale, Entering a new service item, Reminding customers of overdue payments, Processing sales orders, Tracking backorders.
- **Receiving Payments and Making Deposits.** Recording customer payments, Making deposits.
- **Entering and Paying Bills.** Handling bills in QuickBooks, Using QuickBooks for accounts payable, Entering bills, Paying bills.