



QuickBooks Training Workshop Series

Getting Started

Getting started

Getting around in QuickBooks
All the accounting you need to know
Exiting QuickBooks
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

System Backup

Importance of backing up your company data
Creating a File Backup

Sharing Access to Files

Setting up the QuickBooks Administrator
Setting up Additional Users
Working in Multi-User Mode

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



QuickBooks: Getting Started

1 session 3 hours
\$75

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