

Pre-Registration

Date: _____

Name: _____

Company: _____

Address: _____

Phone: _____

E-Mail: _____

What version of QuickBooks are you using or will be using?

- Premier Enterprise Solutions
 Pro Industry-Specific:
 Simple Start _____

The fee for the training workshop is \$75 and must be paid in advance*.

- Yes, Sign me up! Enclosed is my check or money order for \$75

***Must give a 24 hour notice for cancellation. No refunds if cancellation is less than 24 hours prior to day of class.**



941 Market Street
Piketon, Ohio 45661
Phone: 740.289.2371
FAX: 740.289.4291
Toll Free: 1.866.820.1185

941 Market Street, P. O. Box 799
Piketon, Ohio 45661



Introduction to QuickBooks 2010



TRAINING WORKSHOP

Phone: 740.289.2371
Toll Free: 1.866.820.1185
FAX: 740.289.4291

Introduction to QuickBooks 2010 Training Workshop

This full day workshop teaches participants how to explore the QuickBooks interface and access the centers available in QuickBooks 2010 to familiarize yourself with the application. In addition you will set up a company and update the Chart of Accounts using the EasyStep Interview Wizard feature, build and manage lists using the options available in the QuickBooks centers, manage inventory using the options in the Vendor Center, record a product sale in QuickBooks using the options in the Customer Center, create invoice for services using the options in the Vendors Center, and work with bank accounts using the options provided in the Banking section of the QuickBooks interface.

Prerequisite: Must be proficient navigating in a Windows environment. Must know how to move files around, create folders or directories, copy files to and from disks, and run applications.



Course Curriculum

- Explore the QuickBooks Interface
- Access the QuickBooks Centers
- Use QuickBooks Help
- Create a Company
- Update the Chart of Accounts
- Save a Copy of the Company
- Build Employees Lists
- Build Item Lists
- Build Customers and Jobs Lists
- Build Vendors Lists
- Modify Multiple List Entries
- Manage Lists
- Place Purchase Orders
- Record Receipt of Inventory
- Make Payments
- Update Inventory Manually
- Create a Product Invoice
- Record a Cash Sale
- Prepare a Credit Memo
- Track Customer Payments
- Create a Service Invoice
- Record Statement Charges
- Generate a Billing Statement
- Record Deposits
- Pay Using Checks
- Maintain the Check Register
- Transfer Funds Between Accounts
- Reconcile the Accounts

WHEN/TIME:

Wednesday,
September 28th, 2011
8:30 a.m.—4:30 p.m.

WHERE:

Ohio State University
Endeavor Center
1864 Shyville Road
Piketon, Ohio 45661

FEE: \$75

Lunch Provided!



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www.pikecac.org/BD