QuickBooks – The Basics

Topic Outline

Setting Up Your Company

1. **Getting Started with Project**
2. **Creating a Task List**
3. **Setting up Resources**

Entering Transactions

1. **Fine-Tuning Task Details**
2. **Fine- Tuning Resource and Assignment Details**
3. **Fine-Tuning the Project Plan**
4. **Organizing and Formatting Project**
5. **Printing Project Information**
6. **Sharing Project Information with Other Programs**
7. **Tracking Progress on Tasks and Assignments**

Answering Key Questions

1. **Applying Advanced Formatting**
2. **Customizing Project**
3. **Measuring Performance with Earned Value Analysis**
4. **Consolidating Projects and Resources**
5. **What do you have available to sell?**

Entering Other Transactions

1. **Make a Cash Sales**
2. **Receive a Payment from a Customer**
3. **Multiple Check Deposit**
4. **Enter a Vendor Bill (not for Inventory Items)**
5. **Pay Bills**
6. **Reconcile the Checking Account**
7. **Backing up Your Data**