



QuickBooks 2013 Professional for Windows

QuickBooks 2013 Professional for Windows teaches both accountant and non-accountant students how to use QuickBooks 2013, one of the most popular general ledger software packages for small- and medium-sized businesses. With this workshop, students gain an understanding of the accounting concepts as they are processed in the software.

QuickBooks 2013: Overview, Open a Company File, Create Backup Copy, restore a Backup Copy

Vendors: Enter Bills, Pay Bills, and Cash Payments

Customers: Create Invoices, Receive Payments, Enter Sales Receipts, and Make Deposits

Period-End Procedures: Make General Journal Entries

Inventory: Receive Items, Sell Items, Process Sales Discounts, Adjust Quantity/Value on Hand, and Pay Sales Tax

New Company Setup--Advanced Setup: EasyStep Interview and QuickBooks Setup

New Company Setup—Express Start: Set Up Company Preferences

Payroll Setup: Custom Setup

Payroll Processing: Pay Employees, Pay Payroll Liabilities, and Process Payroll Forms

Banking: Transfer Funds, Reconcile Accounts, and Enter Credit Card Charges

Jobs and Time Tracking: Record Job Income, Record Job Payroll Expenses, Track Time for Employees and Jobs, and Create Customer Statements

Customizing Your Company File: Desktop, Reports, Invoices, Letters, Memorized Transactions, and Fiscal Year