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# QuickBooks 2015

## Parts 1 and 2

### **Getting Started**

- Setting QuickBooks Preferences
- Operating Environment
- Using QuickBooks Help
- Identifying Common Business Terms

### **Setting Up a Company**

- Creating a QuickBooks Company
- Using the Chart of Accounts

### **Working with Lists**

- Creating Company Lists
- Working with the Customer & Jobs List
- Working with the Employee, Vendors and Items Lists

### **Setting Up Inventory**

- Entering Inventory
- Ordering and Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

### **Selling Your Product**

- Creating Product Invoices
- Applying Credit to Invoices
- Emailing Invoices
- Setting Price Levels
- Creating Sales Receipts

### **Invoicing for Services**

- Setting up a Service Item
- Changing the Invoice Format
- Creating, Editing, Deleting Invoice
- Entering Statement Changes
- Creating Billing Statements

### **Processing Payments**

- Displaying the Open Invoices Report
- Using the Income Tracker
- Receiving Payments for Invoices
- Making Deposits

### **Working with Bank Accounts**

- Writing a QuickBooks Check
- Voiding a Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds between Accounts
- Reconciling Checking Accounts

### **Entering and Paying Bills**

- Handling Expense
- Using QuickBooks for Accounts Payable
- Entering and Paying Bills
- Entering Vendor Credit

### **Using the EasyStep Interview**