



QUICKBOOKS: Essential Skills (A 6-hour Program)

Increase your competence in QuickBooks by learning the essential skills!!

Learn about the essential tools in QuickBooks and build your confidence to master daily accounting tasks. Give us 6 hours and we will show you the key features that make QuickBooks a valuable resource.

Course Content

Introduction to QuickBooks

Creating a New Company

Working with Items

Customers & Sales

- Managing the Customer List (*Adding new customers, Deleting and Editing existing Customers*)
- Estimates
- Invoicing
- Receiving Payments (*full and partial*)
- Making deposits
- Customer Credits and Refunds
- Customer Statements

Vendors & Expenses

- Managing the Vendor List (*Adding new vendors, Deleting and Editing existing vendors*)
- Bills (*Entering and Reviewing*)
- Checks (*Printing, Writing, Voiding and Deleting*)
- Credit memos (*Entering and Applying*)

Special Accounts Receivable Tools

- Customer Deposits (*applying credits*)
- NSF Checks

Bank Reconciliation

Memorized Transactions

Number of Participants: 10