

QuickBooks Classes

- Group classes covering many aspects of QuickBooks
- All course materials supplied
- No laptop necessary; Practice QuickBooks file and instructions provided
- QuickBooks software and installation available for purchase

Beginner QuickBooks

1. Getting started
2. Setting up QuickBooks
3. Working with lists
4. Working with bank accounts
5. Using other accounts in QuickBooks
6. Entering sales information
7. Receiving payments and making deposits
8. Entering and paying bills

Advanced QuickBooks

1. Analyzing financial data
2. Setting up inventory
3. Tracking and paying sales tax
4. Doing payroll with QuickBooks
5. Estimating and progress invoicing
6. Tracking time
7. Customizing forms and writing QuickBooks Letters
8. Working with multiple currencies

