



# QuickBooks Contractor

Skill Level: Basic

Learn how to use the QuickBooks Contractor edition to manage your contracting business! The Contractor Editions of QuickBooks aren't just for accountants—they are meant to help the owner or manager of a construction company save money and time by getting involved in much of his or her own record keeping.

In this class we start from the beginning with setting up the company file, create customers & employees, create vendors, invoices and track profits. In addition, we will show you how to use QuickBooks Contractor edition to track or pay bills (online or by printing checks). We will also cover Inventory and Payroll basics. Learn how to save a bundle by correctly tracking employee hours and Workman's Comp. Learn all you need to know to get your company up and running in this powerful accounting package.

## **Some of the things you will learn in this class:**

- Creating Company
- Creating/grouping items for job phases
- Class tracking
- Customizing an estimate form
- Create an estimate
- Creating a set or fixed price invoice
- Entering a bill for items
- Entering bills from subcontractor and checking it against the bid
- Entering Credit Card charges for project-related costs
- Handling petty cash
- Tracking inventory items used on a job
- To see hours worked for each employee on a union job
- Payroll basics and reporting
- Recording the sale of a spec home
- Tracking cost of Workman's Compensation per billable employee items
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email [info@tctrainme.com](mailto:info@tctrainme.com).