



QuickBooks – Financial Reporting

Skill Level: Basic

The QuickBooks program has a variety of additional add-on programs that allow you to customize QuickBooks to work the best for your business. A few of the most popular include Payroll, Inventory and Financial Reporting. We have added a 3-hour specialty class in each of these areas so that you can focus on learning the pieces of the program that you need for your business. Take any of them or all of them, based on your needs!

A basic understanding or use of the QuickBooks program or our QuickBooks 1 class is highly recommended.

Some of the things you will learn in this class:

- The tools QuickBooks gives you for analyzing financial data: QuickReports, preset reports, and graphs
- How to create a QuickReport
- Add additional columns to a report
- How to move a column in a report
- The types of preset reports
- Practice creating reports and viewing them
- Customize a report by changing how it looks and the data it covers (filters)
- How to process reports in batches
- Save reports as Portable Document Format (pdf)
- How to export a report to Microsoft
- Practice filtering reports in Microsoft Excel
- The types of graphs QuickBooks
- Create and customize several graphs
- 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.