



# QuickBooks - Inventory

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:**

- Practice filling out a purchase order for inventory items
- Track the receipt of the inventory items in QuickBooks
- Adjust inventory manually, to enter a stock loss or increase
- How to create, build, and edit inventory assemblies (finished goods)
- Set up and use units of measure
- 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).