



QuickBooks

Skill Level: Basic

Learn how to use the QuickBooks program to manage your business! In this class we start from the beginning with setting up Customers and Vendors. We continue through creating Invoices and tracking profits. In addition, we will show you how to use QuickBooks to track or pay bills (online or by printing checks). This class covers the foundations of the programs and you will leave knowing how QuickBooks can work for you!

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 Companies
- QuickBooks Homepage Review
- Creating a Customer Database and Tracking System
- Importing Customer Information
- Creating Estimates & Invoices
- Tracking Expenses
- Paying Bills
- Setting up Accounts (Checking, Savings, etc.)
- Printing Checks
- Reconciling Accounts
- Refunds & Credit Memos
- Reports (Profit/Loss, Expense Tracking, Budgets, etc.)
- Review the Online Subscription version of Quickbooks

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.