

QuickBooks

INTRODUCTORY CLASS

COURSE DESCRIPTION:

We are offering a three hour introductory course on QuickBooks software. By the end of the course you will have gained the skill set required to perform the fundamental basics of QuickBooks.

Learn:

- Setting up and customizing QuickBooks for your business
- Working with the Vendor Center
- Creating and editing the chart of accounts
- Writing a QuickBooks check
- Using bank account registers
- Transferring money between accounts
- Reconciling checking accounts
- Tracking credit card transactions
- Working with asset accounts
- Working with liability accounts
- Understanding equity accounts
- Entering and paying bills
- Reports and graphs to help you understand your business
- Exporting reports to Microsoft Excel

This course is designed for those looking for a career in bookkeeping or accounting, or for small business owners who have chosen to use QuickBooks software to manage their business. This particular course will not cover advanced topics. Please feel free to ask about our advanced courses.

The fee for this three hour class is \$100.