

QuickBooks Outline

QuickBooks is a 40-hour program designed to cover the fundamentals of using this computerized accounting program to maintain your day to day record keeping. Over 10 weeks you will have the opportunity to set up a company, enter sales, and post bills. We will review the preferences, explore inventory options and payroll. Upon completion of the QuickBooks program you will have a working knowledge of the fundamentals. Some of the topics to be covered are:

Company setup

Navigating the home screen

Customization for your business

Sales

Bills

Inventory

Payroll