

Certificate in QuickBooks Essentials

Audience: This 18-hour, 3-day class is for users with some Excel experience who want a comprehensive introduction to QuickBooks.

Topics:

- ◆ Creating your Company's books on QuickBooks
- ◆ Setting up Accounts
- ◆ Setting up Customers and Vendors
- ◆ Setting up Items and Jobs
- ◆ Working with Customer Lists
- ◆ Understanding Financial Reports
- ◆ Sales Receipts
- ◆ Credit Memos and Refunds
- ◆ Customizing the Chart of Accounts
- ◆ Entering and Processing Checks
- ◆ Processing Bills and Payments
- ◆ Reconciling Bank Accounts
- ◆ Purchasing and Managing Inventory
- ◆ Setting up budgets and Forecasts
- ◆ Payroll
- ◆ Troubleshooting QuickBooks
- ◆ Supervised Lab Time and Review Exercises

Cost: \$950, including instruction, materials and certificate from Pace University.