

Module 1 – QuickBooks Timesavers

- Understanding QuickBooks Items & Item Types
- Creating Items
- Memorized Transactions
- Maintaining Lists
- Creating Letters using Microsoft Word
- Printing Envelopes and Labels
- Customizing Letter Templates

Module 2 – Inventory Control

- Setting Preferences
- Creating Inventory Items
- Purchasing & Receiving Items
- Adjusting Quantity and Value
- Inventory Reports

Module 3 – Estimates & Progress Invoicing

- Setting Preferences
- Creating Estimates
- Invoicing from the Estimate
- Progress Invoicing
- Report on Estimates

Module 4 – Customizing Forms & Reports

- Using Standard Reports
- Modifying Report Information
- Modifying Report Appearance
- Memorizing Reports
- Customizing QuickBooks Forms

Module 5 – Budgeting

- Setting up a Budget
- Budget Reports
- Graphing a Budget