

## **In 3 Days Learn QuickBooks Pro 2005 with 81West Training**

Participants will learn to:

- Create a new QuickBooks company
- Modify the preset chart of accounts to suit your needs
- Add information to company lists, or edit information in company lists
- Open and use registers for any QuickBooks balance sheet accounts
- Reconcile a QuickBooks chequing account
- Track credit card transactions
- Invoice customers
- Create sales orders
- Generate customer statements
- Receive payments from customers and make bank deposits
- Write QuickBooks cheques and assign amounts to specific expense accounts
- Work with asset and liability accounts in QuickBooks
- Enter bills into QuickBooks accounts payable
- Pay bills
- Create and customize QuickBooks reports and graphs
- Export QuickBooks reports to Microsoft Excel
- Set up inventory and build finished good with QuickBooks
- Track and pay sales tax
- Understand QuickBooks payroll features
- Create estimates and do progress invoicing
- Track time and pay nonemployees for time worked
- Customize QuickBooks sales forms
- Write letters in Microsoft Word using QuickBooks data

Contact us to arrange training today!!!