

Using QuickBooks

QuickBooks is a computerized accounting package utilized by many small and mid-sized companies. **Using QuickBooks** is a four-session class designed to review the functions and features of QuickBooks and to enhance your confidence using this accounting software package.

Knowledge and skills needed for QuickBooks class:

- ✓ Knowledge of basic accounting principles
- ✓ Experience using computerized accounting software (personal or professional)
- ✓ Comfort using computers

Course covers **QuickBooks Premier Accountant Edition 2014**:

- ✓ Review of basic accounting terminology
- ✓ Working with lists & accounts
- ✓ Working with customers and vendors
- ✓ Invoicing and sales information
- ✓ Payments and deposits
- ✓ Creating reports and analyzing financial data
- ✓ Entering and paying bills
- ✓ Managing inventory
- ✓ Managing sales tax
- ✓ Setting up employees and processing payroll manually