Module 1 – QuickBooks Timesavers

- Memorized Transactions
    - Benefits
    - Restrictions
    - Creating
    - Editing
    - Grouping
    - Using
- Batch Invoices
    - Benefits
    - Setting Up
    - Processing
- Maintaining Lists
    - Importing from Microsoft Excel
    - Merging Records
    - Editing Multiple Records
- Creating Letters using Microsoft Word
- Printing Envelopes and Labels
- Customizing Letter Templates

Module 2 – Inventory Control

- Setting Preferences
- Creating Inventory Items
- Purchasing & Receiving Items
    - Creating Purchase Orders
    - Receiving Items without a Bill
    - Entering a Bill for Items Already Received
    - Receive Items and Enter Bill
    - Handling Inventory Purchased without a Purchase Order
- 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
    - Changing Displayed Columns
    - Setting Filters
    - Changing Report Appearance
- Memorizing Reports
    - Memorizing
    - Displaying a Memorized Report
- Customizing QuickBooks Forms
- Using the Layout Designer

Module 5 – Budgeting

- Setting up a Budget
- Entering Budget Data
- Adjusting Amounts
- Budget Reports
- Graphing a Budget

Module 5 – Budgeting

- Verifying your Entries
- Using Journal Entries
- Adjusting Opening Balances
- Transferring Funds
- Tracking Long-Term Loans
- Tracking a Line of Credit Loan
- Password Date Protection
- Backing Up Data