

# One-on-One QuickBooks Training

## One-On-One QuickBooks Training

### In person or Remote Training

In 3 hours you will learn what you need to know to  
run your Business using QuickBooks with Confidence.

This is a sample of what you will learn.

The Training will be customized to suit your type of business.

Visit Our Small Biz Training site to Register: [Click Here](#)

Five ( 5 ) Hour Training : The 1st session is a 3 hour training. You will then practice what you have learned by doing your data entry on your own. After completing, we will schedule a 2nd session for 2 hours to review and answer any questions you may have encountered. We will also offer additional 1 hour support (phone or remote online) after the training.

Create QuickBooks Company file

Create Purchase orders

Enter and pay bills

Write QuickBooks checks

Track Credit Card transactions

Reconcile Checking accounts

Reconcile Credit Card statements

Enter hand written checks

Reconcile Line of Credit statements

Track Loan and Line of credits payments

Create Estimates, Proposals, Quotes and Retainers

Create Sales Orders

Setup Customers and create invoices

Enter and memorize invoice for reuse

Use Time Sheet and pay Employees

Print Useful Reports:

Balance Sheet

Profit and Loss

Job profitability reports

Accounts Receivable Summary & Detail

Receive customer payment and making Deposits

Accounts Payable Summary and Detail Payroll Summary

and Detail and more...