



## Computer Teach Pro

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### Quickbooks Basic Objectives ( 3 hours recommended training time)



#### 1. SETTING UP A COMPANY

- a) Creating a company
- b) Using Chart of Accounts

#### 2. INVOICING

- a) Creating Product Invoices
- b) Setting up Service Items

#### 3. PROCESSING PAYMENTS

- a) Receiving Payments for Invoices
- b) Making Deposits
- c) Printing Statements

#### 4. ENTERING AND PAYING BILLS

- a) Handling Expenses
- b) Using Quickbooks for Accounts Payable
- c) Entering Bills
- d) Paying Bills

Classes can be taken at our school in Great Neck, your business or your home.  
We can provide training laptops for classes at your location.