



**WINTER PARK TECH**

Institute for Corporate and Community Training  
901 Webster Avenue • Winter Park, FL • 32789  
(407) 622-2952  
[wptech-getclasses.com](http://wptech-getclasses.com)

**QuickBooks Pro 2009**

**Course Description:**

QuickBooks 2009 provides standard accounting and business tools so you can work with ease to organize your business finances. Users can quickly create invoices and reports, saving time on routine tasks like payroll. With QuickBooks, you get all the accounting tools you need in one package, and you can share data with Microsoft Office and other applications. Manage customers, vendors, and employees easily, and organize everything in one place.

This is a hands on class designed for users with no prior software knowledge required using QuickBooks.

**Text:**

QuickBooks 2009 in the Classroom. Book is included in the cost and will be available from the instructor the first class session.

**Suggested Prerequisites:**

This course assumes that students have a basic understanding of the Microsoft Windows or Macintosh.

**Topics to be addressed:**

Introduction	Identifying Components of QuickBooks
Setting Up a Company	Working with Lists
Setting Up Inventory	Selling Your Product
Invoicing for Services	Processing Payments
Working with Bank Account	Entering and Paying Bills
Customizing Forms	Using Other QuickBooks Accounts
Creating Reports	Creating Graphs
Tracking and Paying Sales Tax	Doing Payroll with QuickBooks
Using the Easy Step Interview	Estimating
Time Tracking	Job Costing