



**WINTER PARK TECH**

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[wptech-getclasses.com](http://wptech-getclasses.com)

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**QuickBooks Pro 2006**

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**Course Description:**

QuickBooks 2006 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:**

Get Smart with QuickBooks 2006 for Windows

Technical Learning Resources, Inc., 2006 (Book #1201)

**Suggested Prerequisites:**

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

**Topics to be addressed:**

Introduction

Setting Up a Company

Setting Up Inventory

Invoicing for Services

Working with Bank Account

Customizing Forms

Creating Reports

Tracking and Paying Sales Tax

Using the Easy Step Interview

Time Tracking

Identifying Components of QuickBooks

Working with Lists

Selling Your Product

Processing Payments

Entering and Paying Bills

Using Other QuickBooks Accounts

Creating Graphs

Doing Payroll with QuickBooks

Estimating

Job Costing