



## AGENDA QUICKBOOKS TRAINING #2

TIME	ACTIVITY
<b>8:45 a.m. – 9:00 a.m.</b>	<b>Welcome</b>
9:00 a.m. –10:30 a.m.	<ul style="list-style-type: none"><li>• Quickbooks Invoicing</li><li>• Estimates</li><li>• Invoicing</li><li>• Account Receivables reports</li><li>• Sales reports</li></ul>
<b>10: 30 a.m. –11:00 a.m.</b>	<b>Coffee Break</b>
11:00 a.m. – 12:30 p.m.	<ul style="list-style-type: none"><li>• Invoicing items and services</li><li>• Cash sales</li><li>• Receive Payments</li><li>• Deposit payments</li></ul>
<b>12:30 p.m. – 1:30 p.m.</b>	<b>Lunch</b>
1:30 p.m. –5:00 p.m.	<ul style="list-style-type: none"><li>• Clients Statement</li><li>• Bills</li><li>• Account payables</li><li>• Paying bills</li><li>• Billable expenses</li><li>• Advance to Suppliers</li></ul>
<b>5:00p.m. –5:15 p.m.</b>	<b>Close of the training</b>

