



AGENDA QUICKBOOKS TRAINING #2

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