



QuickBooks Training Workshop Series

Estimates, Bills & Inventory Management

Estimating and progress invoicing

- Creating jobs and estimates,
- Writing an estimate,
- Creating multiple estimates,
- Creating an invoice from an estimate
- Displaying reports for estimates,
- Updating job status

Entering and paying bills

- Handling bills in QuickBooks
- Using QuickBooks for accounts payable
- Entering bills
- Paying bills

Setting up inventory

- Turning on the inventory feature,
- Entering products into inventory
- Ordering products
- Receiving inventory
- Entering a bill for inventory
- Manually adjusting inventory
- Tracking finished goods
- Using Units of Measure

Analyzing financial data

- Reports and graphs
- Creating QuickReports
- Creating and customizing preset reports
- Saving report settings
- Printing reports
- Exporting reports to Microsoft Excel
- Creating QuickInsight graphs



QuickBooks: Estimates, Bills & Inv. Mgt
1 session 3 hours
\$75

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