

## **QuickBooks Training Manual Index**

Chapter 1 – Creating and customizing Company Files

Chapter 2 – Working with Lists

Chapter 3 – Financial Statements

Chapter 4 – Items

Chapter 5 – Sales

Chapter 6 – Vendors & Expenses

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Chapter 9 – Purchases & Payables

Chapter 10 – Payroll

Chapter 11 - Reports

Chapter 12 – Importing & Exporting

## **Class Schedule**

Class 1 – Chapter 1; Chapter 2; start on Chapter 3

Class 2 – Finish Chapter 3; Chapter 4; Chapter 5

Class 3 – Chapter 6; Chapter 7

Class 4 – Chapter 8

Class 5 – Chapter 9 & Chapter 10

Class 6 – Chapter 11; Chapter 12

This is a tentative class schedule!