



AGENDA QUICKBOOKS TRAINING #2

TIME	ACTIVITY
8:45 a.m. – 9:00 a.m.	Welcome
9:00 a.m. – 10:30 a.m.	<ul style="list-style-type: none">• Quickbooks Invoicing• Estimates• Invoicing• Account Receivables reports• Sales reports
10: 30 a.m. –11:00 a.m.	Coffee Break
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

