



How to Use QuickBooks®

Establishing a Chart of Accounts, Payables and Receivables, Inventory Management, Taxes and Audits, Custom Reporting and more

Enroll Today!



QuickBooks is like having your own personal accountant down the hall.

QuickBooks is one of today's business accounting lifesavers. This simple-to-use software can help you manage your inventory, track the costs of your business, generate professional invoices and purchase orders, stay on top of accounts payables and receivables and ensure your yearly tax preparation is accurate, timely and frustration-free.

In short, QuickBooks is like having your own trusted business accountant with you every step of the way!

**Accurate accounting procedures
are the foundation of every
successful business**

Great training for all industries, including:

- Small Businesses
- Construction
- Churches
- Real Estate
- Contractors
- And More!



COURSE AGENDA

Program hours: 9:00 a.m. to 4:00 p.m.

QuickBooks Basics: get up and running with confidence

- Choose the method for accessing QuickBooks features to best suit how you use your computer
- Use the Easy-Step Interview to get your company financials started
- Learn to customize built-in lists to suit your company's specific needs
- Understand QuickBooks workflows to ensure related transactions are entered correctly

Your Chart of Accounts: set it up now, save time in the future

- Learn how to set up your chart of accounts so your reports are accurate
- Assess how your chart of accounts can save your accountant time and save you money
- Identify when to use subaccounts to get an even more accurate picture of where your money goes
- Learn to merge accounts when you have several that need to be integrated

QuickBooks Tracking: built-in features to easily run detailed reports

- Find out how QuickBooks can help you track your time and make billing easier
- Discover how jobs, classes and customers are related and which tracking systems work best for you
- Use classes to track trends and performance within your business
- Utilize the Inventory tracking feature to keep track of everything you buy and sell

Payables and Receivables: keeping track of income and expenditures

- Create, print and send invoices in a snap
- Void, delete and correct errors on invoices
- Record payments and generate receipts
- Pay and record bills; write, print and mail checks

Save Time with QuickBooks: customizable report options

- Customize reports so they provide the information you want, presented the way you want it
- Use QuickBooks reports to display a "snapshot" of the financial health of your company
- Export reports to Excel® to add stellar graphs and charts
- Learn to utilize Quickbooks to help make money-making decisions

Appendix

- Balancing your accounts against your bank's records using QuickBooks' Reconcile feature
- Using the Backup Options and Backup Wizard
- Restoring your QuickBooks data after a computer malfunction or accident
- Using the Audit Trail Report when your accounts don't balance properly