

QuickBooks for the Everyday User

Agenda

8:00 – 8:30	Registration & Continental Breakfast
8:30 – 10:15	Course Introduction Right for Your Business Navigating QuickBooks Pro Access Help Information Create a New Data File Chart of Accounts Creating Name Databases Items List Reports & Labels Customizing Forms Beginning Balances
10:15 – 10:30	Break
10:30 – 12:00	Time Tracking Estimates, Pending Sales, & Sales Orders Creating Invoices Printing & Sending Customer Forms Receive Payments and Make Bank Deposits Customer Advances & Downpayments Credit Memos, Refunds & Change Orders Accounts Receivable and Customer Statements
12:00 – 1:00	Lunch
1:00 – 3:00	Bounced Checks, Finance Charges and Collections Writing Checks Purchase Orders Inventory Entering & Paying Bills Vendor Discounts, Credits & Trades Credit Card Purchases & Returns Sales Tax Vendor 1099's
3:00 – 3:15	Break
3:15 – 4:30	Reconciling Accounts Payroll Setup Creating Paychecks Using QuickBooks Payroll Taxes To Do Notes, Reminders, and Contact Management Creating Reports Troubleshooting Budgets, Forecasts, and Business Plans Users and Passwords Year End & Closing the Books Maintaining the Software & Company Data
4:30	Course concludes