

Managing Your Business with QuickBooks – Part I

Part 1 of 2 workshops will cover the following material:

Introduction to QuickBooks: Protecting and sharing data, backing up and restoring data, QuickBooks releases, Accounting 101

Managing Revenue: Invoicing, customer returns and credits, customer payments, bad debt, customer statements, finance charges, sales reports

Managing Expenses: Entering and paying bills, class tracking, vendor set-up and lists, printing checks, tracking loans, handling vendor refunds, petty cash, credit cards

Bank Reconciliation: Reconciling bank accounts, bank reconciliation, finding errors during bank reconciliation, handling bounced checks, reconciling credit cards, beginning balances on accounts

Reports and Graphs: Cash vs. accrual, accounting reports, business management reports, graphs, building custom reports, memorizing reports, processing multiple reports, exporting reports

Company File Maintenance, Set-Up and Customization: Set-up process, adjusting opening balances, users and passwords, customizing icons and windows, items and list, modifying sales from templates