

## **Mastering QuickBooks Basis – ½ day seminar**

Audience: Current QB users who need greater understanding of QuickBooks overall capabilities

### **Intro to QuickBooks – We've come a long way baby!**

- Editions, Versions & Releases
  - Which QuickBooks do I have
  - How expensive and hard is it to upgrade
  - Do I need to upgrade? Why / Why Not?
- Accounting Behind the scenes – Accounting 101 understanding the process
- Navigation & Features
  - Snapshots & shortcuts
  - Multiple routes to maximum efficiency

### **Customer Sales Transactions**

- Customer Set up – make it work for you
- Invoices / Sales Receipts
- Receiving Payments – by cash / check / credit card
- Undeposited funds
- Customer and Sales Reports

### **Managing Expenses & Accounts Payable**

- Vendor set up – make it work for you
- Using Classes – When to use it and what it can show you about your business
- Paying bills from Check books
- Paying bills using Accounts Payable
- Paying company bills using company credit cards
- Untangling company bills paid with personal credit cards
- Vendor & Accounts Payable Reports

### **Bank Reconciliation – Company Credit Card Reconciliation**

- How set up impacts ease of bank reconciliation
- Finding force balance entries
- Finding evidence of errors in bookkeeping
- Correcting beginning balances
- Check adjustments
  - Customer bounced checks
  - Your company bounces checks
  - Void checks
  - Stale checks
- Online Banking

### **Getting More Info Out of *Your* QuickBooks**

- Types of Reports
- Basic Financial Reports
- Business Management Reports
- Customizing / Memorizing / Grouping / Exporting Reports