

QuickBooks for Your Small Business

Prerequisite: Basic computer skills

Instructor: Kathryn Durham

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Suggested reading: So, You Want To Be A Bookkeeper

Author: Kathryn Durham *Available:* Amazon.com

Course description: Learn how to set up and maintain your business using QuickBooks. You will learn how to monitor and pay your accounts payable, invoice clients, reconcile your bank accounts, produce and read your company's financial statements, print checks and learn the different between income, expense and balance sheet accounts.

Week 1.

First Part of Day

Set up of a dummy company, revenue items, customer list, vendor list, and the beginning of financial accounts; fixed asset accounts, owners equity account and expense accounts, how to write a check, how to record a bill and how to make a deposit.

Break

Second Part of the day

Understanding financial statements the difference Profit and Loss and Balance Sheet, create more expense accounts and learn what a fixed asset is. Setup a loan, create a memorized transaction, create invoice, sales receipts, track bills, and make deposits.

Lunch

Third Part of the Day

Quiz I

Review of the Profit and Loss and Balance Sheet reports, basic accounting principals, set up a loan and create a long-term liability account, continue to create our chart of accounts

Week 2.

First Part of the Day

Quiz II

Review of the Profit and Loss and Balance sheet reports, basic accounting principals, receiving customer payments, applying payments to an invoice, creating sub accounts, setting up a petty cash fund, setting up an employee, credit card accounts

Lunch

Second Part of the Day

Quiz III

Learn to manipulate the system for your business.

Kathryn Durham is the owner of Pen and Paper Bookkeeping, a full service bookkeeping company. She and has been using QuickBooks for eleven years and teaching QuickBooks for six years at various Adult Schools. She is the author of: *So, You Want To Be A Bookkeeper*, *Mom, Can You Buy Me This?* youth finance book series, *Ryan Gets An Allowance* and *Richard Gets a Job*

