

# QuickBooks for Your Small Business

Room 514

6:30 pm – 9:30pm

January 11 – February 8<sup>th</sup> 2005

*Prerequisite:* Basic computer skills

*Instructor:* Kathryn Durham

*Email:* [kathryndurham@penandpaper.net](mailto:kathryndurham@penandpaper.net)

*Website:* [www.penandpaper.net](http://www.penandpaper.net) (for recap of work or missing assignments)

*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.* Lessons; 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.
- Week 2.* 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.
- Week 3.* 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 4.* 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
- Week 5.* 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*