

"QUICKBOOKS FOR CONTRACTORS"

Schedule and Agenda

First Day

8:30 am **Check-In, Coffee, and Seating**

9 am- Noon **Financial Management Strategies**

Using Profit and Loss Statements to:

Identify Most Profitable Income Sources

Control Overhead Expenses

Maintain Job Profitability

Stop Job Cost Leakage

Prevent Embezzlement

Prepare Budget Projections

Analyze Investments for Personnel, Equipment, or Overhead Expenses

Qualify for Bank Loans

Break

Understanding Cash vs. Accrual Accounting

Tax Strategies

Bank Loans

Using the Balance Sheet to:

Increase Cash-Flow

Qualify for Bank Loans

Understand "Where's the Money?"

CPA-Tax and Bank Loan Officer- Strategies

Noon -1 pm Break for Lunch

1 pm- 4 pm Financial Management with QuickBooks

The Power of QuickBooks Financial Reports

Your Company Preferences

Setting up the Company File

What Income & Expenses are Important to Your Company?

Customizing the Chart of Accounts

Break

Financial Management with QuickBooks-cont.

Bank Accounts, Petty Cash, Credit Cards, Lines of Credit

Reconciling to Bank & Credit Card Statements

Truck, Equipment, Property, Purchases & Loans

Journal Entries- Depreciation, Inventory

Introduction to Job Costing- Job Item Codes

4 pm – Q & A , and Closing

Second Day

8:30 am Good-Morning Coffee & Seating

9 am- Noon Job Estimates and Invoices

Customizing Invoices & Estimates

Customer Center

Job-Cost Items & AR Item Codes

Sales Receipts

Break

Creating Estimates

Progress Invoices, Retainage, & Change Orders

Customer Deposits and Payments, Bank Deposits

Credit Memos, Customer Refunds

Accounts Receivable Reports

Noon- 1 pm Break for Lunch

1 pm- 4 pm Job-Costing: Accounts Payable

Job-Cost Checks, Cash, Credit Card Payments

Vendor Center

Purchase Orders

Enter & Pay Job-Cost & Overhead Bills

Vendor Credit Memos & Discounts

Accounts Payable Reports

Break

Job-Costing: Payroll

Employee Center

Set-Up and Customize Payroll, Work Comp

Time Sheets & Paychecks

Pay Payroll Taxes & Payroll Tax Reports

Job-Cost Reports: Estimates to Actual Expenses

Embezzlement Prevention Strategies & Supervision

Financial Management Reports

Extra: Sales Tax & Inventory

Questions?? and Evaluation