

"QUICKBOOKS FOR BUSINESS SUCCESS"

Schedule and Agenda

- 8:00 am** **Check-In, and Seating**
- 8:15 am** **Financial Management Strategies**
- Using Profit and Loss Statements to:**
- Identify Most Profitable Income Sources
 - Control Overhead Expenses
 - Maintain Product & Service Profitability
 - 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 vs. Financial Management
- Using the Balance Sheet to:**
- Increase Cash-Flow
 - Qualify for Bank Loans
 - Understand "Where's the Money?"
 - CPA-Tax and Bank Loan Officer- Strategies
- Break**
- 11:15 am** **Customizing QuickBooks:**
- Creating a new Company File
 - Customizing Your Preferences and View
- 12:15 -1 pm** **Break for Lunch**
- 1 pm- 5 pm** **Financial Management with QuickBooks-Cont.**
- What Income & Expenses are Important to Your Company?
 - Customizing the Chart of Accounts
 - Bank Accounts, Petty Cash, Credit Cards, Lines of Credit
 - Reconciling to Bank & Credit Card Statements
 - Down-Load Bank & Credit Card Transactions
 - Vehicle, Equipment, & Property, Purchases & Loans

Break

Sales Receipts and Invoices

Customizing Invoices

Product & Service Item Codes

Sales Tax Items

Creating Invoices & Sales Receipts

Credit Memos & Customer Refunds

Customer Deposits and Payments

Customer Discounts

Bank Deposits

Customer Statements

Customer Center

Break

Payroll

Payroll Options

Employee Center

Generating Paychecks

Pay Payroll Taxes & Payroll Tax Reports

Accounts Payable

Vendor Center

Enter & Pay Bills

Vendor Credit Memos & Discounts

Pay Sales Tax & Sales Tax Reports

Accounts Payable Reports

Subcontractor 1099s

Financial Management Reports

Questions?? and Evaluation