

# "QUICKBOOKS FOR RETAIL"

## Schedule and Agenda

8:15 am

**Check-In, and Seating**

8:30 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**

**Financial Management with QuickBooks**

Set Up a New Company File

Customize Preferences & 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

**Break**

## **Payroll**

- Employee Center
- Set-Up and Customize Payroll, Work Comp
- Time Sheets & Paychecks
- Pay Payroll Taxes & Payroll Tax Reports

## **Decisions**

- Sales Tracking Options: Individual vs: Daily Total
- Inventory Challenges: Individual, POS, Physical

## **Accounts Payable & Inventory**

- Inventory Items
- Inventory Checks, Cash, Credit Card Payments
- Enter & Pay Inventory & Overhead Bills
- Vendor Credit Memos & Discounts
- Vendor Center

### **Break**

## **Cash Register Sales and Invoices**

- Product & Service Item Codes for Z-tapes
- Customer Discounts & Deposits
- Customer Cash, Check, Credit/Debit Card Payments,
- Gift Certificates, ROA (Received on Account)
- Cash Register Z-tapes and POS Systems
- Daily Sales Receipts-Memorized
- Bank Deposits

### **Break**

- Customizing Invoices & Receipts
- Creating Invoices
- Customer Deposits and Payments
- Bank Deposits
- Credit Memos, Customer Refunds
- Customer Statements
- Customer Center & Marketing
- Pay Sales Tax & Sales Tax Reports

## **Financial Management Reports**

## **Questions?? and Evaluation**