QB Training Overview

- Introduction – How to Organize Your Closet - a really high level PowerPoint overview of why (good) accounting matters and how QuickBooks is designed to handle the heavy lifting for you.
- Take a look at your books
- Take a look at how your physical filing systems is set up and the flow of how you do business
- Painting by the numbers OR how the numbers you enter into QuickBooks *are* the picture you're painting
    - Balance Sheet
    - Income Statement
    - Accounts Receivable Summary
    - Accounts Payable Summary
- How to use the above reports to move around and quickly find what you need fast
- Here's the Home Page
    - No matter how you choose to get started, here's the sequence QuickBooks expects you to follow in order to correctly do the accounting for you
- Talk about lists
- Questions and answers (usually, how do I fix this problem?)

- Back to the Home Page – continue learning how the invoices you enter and the bills you pay affect the reports you see
- Learning the language:
    - You invoice clients and bill vendors
    - Where do these numbers show up?
    - What's the difference between the assets and liabilities, A/R and A/P?
- Continue getting comfortable with opening and looking at the balance sheet, income statement and aging reports
- How to work with reports
    - Customize the reports on screen – add, delete, resize and reorder columns
    - Add other things to the reports – filtering and formatting
    - Memorize reports
- More "how to get around QuickBooks to find what you need fast" with all the shortcuts you'll ever need:
    - Ctrl + A
    - Ctrl + F

QB Training Overview

- - Ctrl + H
  - Ctrl + I
  - Ctrl + W
- Explaining the difference between voiding and deleting a transactions
- Questions and answers (How do I fix this?)

- Money Out
  - Watch your language – you get bills from vendors
  - Talk about lists
  - Explain how the QB invoicing process relates to how you file your paperwork in your physical office
  - What's the difference between bills and expenses?
- Entering bills (using the vendor center to find prior bills and using the duplicate function)
  - What date do I use?
  - What are the terms?
  - Read from left to right, top to bottom and use the tab key to enter data
- Paying Bills
- QB Reporting and unapplied payments
  - What reports are affected when I enter bills? Write checks?
  - What is the difference between the A/P Aging Summary and the Unpaid Bills detail and how to use them to catch mistakes
  - How to break the system (use Write Checks to pay a bill that has been entered)
- Debit Card, Credit Card, EFT's, etc.
- Questions and answers

- Money In
  - Watch your language – you send invoices to clients
  - Talk about lists
  - Explain how the QB invoicing process relates to how you file your paperwork in your physical office
  - What's the difference between invoices and sales receipts?
- Entering invoices (using the customer center to find prior invoices and using the duplicate function)

- o What date do I use?
- o What are the terms?
- o Read from left to right, top to bottom and use the tab key to enter data
- Receiving payments
- Making deposits and undeposited funds
- QB Reporting and unapplied payments
  - o What reports are affected when I create invoices, receive payments and make deposits?
  - o What is the difference between the A/R Aging Summary and the Open Invoices report and how to use them to catch mistakes
  - o How to break the system (simply make a deposit rather than use receive payments for an open invoice)
- Receiving credit card payments (if applicable)
- Questions and answers

Fifth Session

- Reconciling Bank and Credit Card Statements
  - o Sorting columns in the reconciliation window to make your job easier
  - o Troubleshooting problems
    - ▪ duplicate entries
    - ▪ deposit totals don't match
    - ▪ what to do with old uncleared transactions
- Review, Review, Review
- Questions and answers