



QuickBooks Training Certified Program in your area

Visit our web site at ManiBusinessServices.com 520-282-4193

All 2010 and 2011 seminars include 2 free hours of consultation!

375.00 Two Day Seminar Taught by a Certified QuickBooks Advisor

Hands-On Seminar - Day 1

- ❖ **Lesson 1: Getting Started**
- ❖ Gain an overview of the course and the topics to be covered
- ❖ Learn how QuickBooks® works and how to get around
- ❖ Learn common business terms used by QuickBooks®
- ❖ **Lesson 2: Setting up QuickBooks®**
- ❖ Discuss decisions to be made before using QuickBooks®
- ❖ Create a new company file with QuickBooks®
- ❖ Customize QuickBooks® with the EasyStep interview
- ❖ **Lesson 3: Working with Lists**
- ❖ Work with the chart of accounts
- ❖ Add customer information in QuickBooks®
- ❖ Add vendor information in QuickBooks®
- ❖ Learn about custom fields for customers, vendors, and items
- ❖ Tips for managing lists in QuickBooks®
- ❖ **Lesson 4: Working with Bank Accounts**
- ❖ Learn how to work with bank account registers
- ❖ Learn features common to all QuickBooks® registers
- ❖ Learn to enter transactions directly into registers
- ❖ Learn to reconcile bank accounts in QuickBooks®
- ❖ **Lesson 5: Using Other Accounts in QuickBooks®**
- ❖ Introduce other account types in QuickBooks®
- ❖ Learn to track credit card transactions
- ❖ Learn to reconcile credit card accounts in QuickBooks®
- ❖ Discuss other types of asset, liability, and equity accounts in QuickBooks®
- ❖ **Lesson 6: Entering Sales Information**
- ❖ Learn the different types of sales forms in QuickBooks®
- ❖ Learn about purchase orders and printing forms to PDF.
- ❖ Learn to create invoices in QuickBooks®
- ❖ Learn the purpose and use of the item list
- ❖ Learn to enter data on sales forms
- ❖ Learn to memorize invoices
- ❖ Learn to add new items to the item list
- ❖ Learn to add price levels on the price level list
- ❖ Learn to associate price levels to customer records
- ❖ Learn to create invoice letters and reminder statements
- ❖ **Lesson 7: Receiving and Making Deposits**
- ❖ Learn to record customer payments
- ❖ Learn to handle customer discounts, partial and overpayments
- ❖ Learn to record deposits in QuickBooks®
- ❖ Learn to record cash back from a deposit
- ❖ Learn to process credit card transactions in QuickBooks®
- ❖ **Lesson 8: Entering and Paying Bills**
- ❖ Discuss different ways to handle bills in QuickBooks®
- ❖ Learn to enter a bills in QuickBooks®
- ❖ Learn to pay bills in QuickBooks®
- ❖ Learn to enter discounts for vendor invoices

Hands-On Seminar - Day 2

- ❖ **Lesson 9: Analyzing Financial Data**
- ❖ Discuss available tools for analyzing data in QuickBooks®
- ❖ Learn to create a Quick Report
- ❖ Learn to add columns and reposition columns on a report
- ❖ Learn different preset reports in QuickBooks®
- ❖ Practice creating reports and viewing them on screen
- ❖ Customize report information and look
- ❖ Learn to create report batches
- ❖ Learn to save reports to PDF
- ❖ Learn to export to/filter reports in Excel
- ❖ Learn different report graphs in QuickBooks®
- ❖ Learn to create and customize graphs
- ❖ **Lesson 10: Setting up Inventory**
- ❖ Gain an overview of what inventory will and will not do in QuickBooks®
- ❖ Practice filing out purchase orders for inventory items
- ❖ Track the receipt of inventory items in QuickBooks®
- ❖ Learn to adjust inventory in QuickBooks®
- ❖ **Lesson 11: Tracking and Paying Sales Taxes**
- ❖ Gain an overview of sales tax management in QuickBooks®
- ❖ Learn how to properly setup sales taxes in QuickBooks®
- ❖ Learn to apply sales tax to sales
- ❖ Learn to determine sales tax liability and pay sales tax liabilities
- ❖ **Lesson 12: Doing Payroll in QuickBooks®**
- ❖ Gain an overview of managing payroll in QuickBooks®
- ❖ Learn to properly setup payroll in QuickBooks®
- ❖ Learn how to set up employees for payroll in QuickBooks®
- ❖ Learn how to set up payroll schedules
- ❖ Learn how to pay employees and payroll liabilities
- ❖ **Lesson 13: Estimating and Progress Invoicing**
- ❖ Learn how to create job estimates
- ❖ Find estimates in the company file
- ❖ Learn how to copy estimates
- ❖ Learn to create invoices from estimates
- ❖ Learn to display reports on projects
- ❖ Learn to update a job or project status
- ❖ Learn to process credit card transactions in QuickBooks®
- ❖ Learn to adjust inventory in QuickBooks®
- ❖ **Lesson 14: Tracking Time**
- ❖ Learn to track time spent on projects
- ❖ Learn to invoice customers for time worked on projects
- ❖ Create reports for time tracking and other project reports
- ❖ Learn how to pay non-employees for time worked
- ❖ **Lesson 15: Customizing Forms & Writing Letters**
- ❖ Learn to modify preset invoice forms
- ❖ Design custom invoices
- ❖ Print invoices
- ❖ Learn to prepare collection letters
- ❖ Learn to edit prewritten letters

Please call 1-800-915-2571 ext 53940 to remove your name from our list or dial the number above.