ALL THE ACCOUNTING YOU NEED TO KNOW

Don't let bookkeeping take away from the time you need to run your business. Attend a live QuickBooks training class, specially developed for the busy small business owner.

No other training providers make as much effort as Person Huff CPA Group to make sure you get your money's worth.

To get the most out of your class, it is important to make sure you are familiar with QuickBooks. After registering for your class you will be provided information on some prerequisite webinar training. **Completing this convenient, web based training will ensure you understand the fundamentals of the program and will allow you to make the most of your class time.**

The following lists some of the basic information you will learn prior to class:

1. Getting started with a QuickBooks tour of the program
2. Setting up QuickBooks understanding accounting preferences and other things to save time and get the most from the program
3. Working with Lists

Live Course Outline

I. The basics of accounting in general and how to get important information into your accounting program
   A. Registers- Just like your checkbook
      1. How to open
      2. How to use
   B. Taking it a step further- Writing a check
   C. Receiving money(assumes no A/R)
   D. Dealing with debit cards
   E. Reconciling your account

II. Different ways money comes in and how to record different sales transactions
   A. Sales receipts
   B. Invoices and A/R
   C. Accounts Receivable
   D. Receiving payments

E. Special situations
    1. Credit card payments
    2. Deposits
    3. Credit memos
4. Sales tax

III. Spending money- how to record and pay bills
    1. Entering and Paying Bills
    2. Using Credit Cards
    3. Using Debit Cards

IV. BONUS SECTION- Save time; make more money
A. Banking and Credit Cards
    1. Download information from bank
B. Setting up to receive credit card payments
    1. Allowing customers to pay online
C. Internal Control Considerations
    1. Purchase Orders and Budgets