

# QUICKBOOKS® FINANCIAL SOFTWARE

This seminar series consists of classes targeted for bookkeepers, accountants, and small business owners, who are interested in learning more than just the basics of QuickBooks® Financial Software. It is assumed that those attending will have some working knowledge of basic bookkeeping and financial reports that are commonly used by small businesses. Please bring your questions. Seating is limited, so call now or visit our website at [www.troutcpa.com](http://www.troutcpa.com) for a reservation.



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# QUICKBOOKS® FINANCIAL SOFTWARE



Manage your  
business more  
efficiently

Seminars for Small Business Owners,  
Bookkeepers, Accountants, and CPAs



## Make QuickBooks® Work for You!

- Utilize data to help make wise and timely management decisions.
- Avoid input errors by memorizing your complicated transactions.
- Produce professional looking customer invoices.
- Simplify your payroll.
- Be ready at tax time with complete and accurate records.

### Seminars Offered Include:

***Introduction to QuickBooks®***

***Accounts Payable and Banking***

***Accounts Receivable***

***QuickBooks® Payroll***

Seminars are available either individually or as a package that includes all four classes as well as the workbook.

Seminar length is approximately 2 to 2 1/2 hours per session.

Registration forms with seminar times and pricing information are available on our website at [www.troutcpa.com](http://www.troutcpa.com).

Due to time constraints, the seminars are presentation style. Hands-on is not available.

### Comprehensive Workbook

The workbook covers all four seminars and is highly recommended as an in-class guide. It also makes an excellent reference tool.

We reserve the right to cancel a class if the minimum enrollment number is not met.

### Introduction to QuickBooks®

This seminar provides an introductory overview of QuickBooks®. The novice user will learn to navigate through the software, set up users and preferences, and work with lists and reports. After completing this seminar, you will have the skills required to get up and running with QuickBooks®.

#### Learn How To:

- Navigate easily through QuickBooks®
- Create and use lists
- Set up users and passwords
- Create budgets
- Create and customize reports

### Accounts Payable and Banking

This seminar gives users the tools needed to manage accounts payable and banking transactions through QuickBooks®. Accounts payable topics include entering and paying bills, reviewing aging reports, sales tax, and 1099s. Banking transactions covered are recording checks and deposits, transferring funds, credit card purchases, and bank reconciliations.

**Prerequisite:** Introduction to QuickBooks® or equivalent knowledge required.

#### Learn How To:

- Enter and pay bills
- Create accounts payable aging reports
- Pay sales tax
- Set up 1099 vendors
- Record checks and deposits
- Bank reconciliations
- Record credit card charges and pay credit card bills

### Accounts Receivable

The accounts receivable seminar enables users to effectively coordinate invoicing and receiving payments from customers. You will learn how to create and customize invoices and statements, receive payments, and assess finance charges. Issuing credits, sales tax, and aging reports are also reviewed.

**Prerequisite:** Introduction to QuickBooks® or equivalent knowledge required.

#### Learn How To:

- Create and customize customer invoices and statements
- Create and use invoice items
- Charge sales tax
- Create accounts receivable aging reports
- Receive payments from customers
- Assess finance charges

### QuickBooks® Payroll

This seminar explains the use of QuickBooks® Payroll Services. Users will learn how to create and work with employee and payroll items lists. Issuing paychecks, paying payroll liabilities and processing payroll forms through QuickBooks® will also be explored.

**Prerequisite:** Introduction to QuickBooks® or equivalent knowledge required.

#### Learn How To:

- Set up employees
- Set up and use payroll items
- Issue paychecks
- Pay payroll liabilities
- Process payroll forms

To process your payroll using QuickBooks® Payroll, you will need to subscribe to one of QuickBooks® payroll services.