



## **QuickBooks Training Sessions**

# Elaine's Qualifications:

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Elaine is a personal and small business accounting specialist with over 25 years of experience. She purchased and set up her first computerized accounting system in the mid 1980's. She graduated Suma Cum Laude with a BS Degree in Accounting and is working on her Master of Science degree in Accounting as well as preparing for the CPA exam. She works with a wide venue of small businesses and individuals including contractors, medical professionals, retail stores, government contractors, equipment resellers and real estate professionals. She also works with other accountants maintaining QuickBooks and preparing client's QuickBooks files for year-end tax preparation. Her passion is QuickBooks consulting and one-on-one training. She is an Advanced QuickBooks Certified Advisor and a Quicken expert. She provides prompt professional service both onsite and remotely through QuickBooks remote assistance. She provides outstanding service to her clients because of her dedication to the three underlying principles of professionalism, responsiveness and quality.

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## Training Sessions Offered:

Elaine teaches both structured and unstructured QuickBooks training sessions. She also offers monthly information reviews to verify the accuracy of the information that you enter.

Modules 1-12 are structured and modules 13 and 14 are freeform. All sessions include printed training materials that you can keep for reference as well as a certificate of completion.

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# Module 1

Onsite 2 hour one-on-one session  
covering Getting Started with  
QuickBooks – includes setting up  
QuickBooks for your business  
\$250.00

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## **Getting started (Lesson 1)**

Lesson objectives  
Supporting materials  
Course introduction  
Introducing QuickBooks  
Getting around in QuickBooks  
All the accounting you need to know  
Getting help while using QuickBooks  
Exiting QuickBooks  
Moving between company files  
Using QuickBooks File Manager

## **Setting up QuickBooks (Lesson 2)**

Lesson objectives  
Supporting materials  
Creating a QuickBooks company  
Entering company info  
Customizing QuickBooks for your business  
Setting up your business accounting  
Completing company file setup  
Closing the company file

Module 2 Onsite 2 hour one-on-one  
session covering Working with Lists and  
Working with Other Accounts \$250.00

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## **Lesson 3: Working with lists (Lesson 3)**

Lesson objectives  
Supporting materials  
Using QuickBooks lists  
Editing the chart of accounts  
Working with the Customers & Jobs list

Working with the Employee Center  
Working with the Vendor Center  
Adding custom fields  
Managing lists

### **Lesson 5: Using other accounts in QuickBooks (Lesson 5)**

Lesson objectives  
Supporting materials  
Other account types in QuickBooks  
Tracking credit card transactions  
Working with asset accounts  
Working with liability accounts  
Understanding equity accounts

Handout 1: Balance sheet accounts  
Handout 2: Accounts created automatically  
Handout 3: Registers associated with QuickBooks windows

**Module 3 Onsite 2 hour one-on-one session covering Working with Bank Accounts, including setting up bank accounts for downloading from your bank. \$250.00**

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### **Lesson 4: Working with bank accounts (Lesson 4)**

Lesson objectives  
Supporting materials  
Writing a QuickBooks check  
Using bank account registers  
Entering a handwritten check  
Transferring money between accounts  
Reconciling checking accounts

This module will also include instruction on setting up your account(s) for downloading directly into QuickBooks.

**Module 4 Onsite 2 hour one-on-one session covering Setting up Inventory items and service items \$250.00**

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## **Lesson 10: Setting up inventory (Lesson 10)**

Lesson objectives

Supporting materials

Turning on the inventory feature

Entering products into inventory

Ordering products

Receiving inventory

Entering a bill for inventory

Manually adjusting inventory

Tracking finished goods

Using units of measure

Handout 4: QuickBooks item types

Handout 5: Inventory workflow

Handout 6: Group vs. inventory assembly items

# Module 5 Onsite 2 hour one-on-one session covering Entering Sales Information; Receiving Payments and Making Deposits \$250.00

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## **Entering sales information (Lesson 6)**

Lesson objectives

Supporting materials

Using sales forms in QuickBooks

Filling in a sales form

Repeating a sale

Entering a new service item

Using multiple price levels

Managing overdue customer payments

Processing sales orders

Tracking backorders

## **Receiving payments and making deposits (Lesson 7)**

Lesson objectives

Supporting materials

Recording customer payments

Making deposits

# Module 6 Onsite 2 hour one-on-one session covering Entering Bills, Paying

# Bills; Tracking and paying Sales Tax

## \$250.00

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### **Entering and paying bills (Lesson 8)**

Lesson objectives

Supporting materials

Handling bills in QuickBooks

Using QuickBooks for accounts payable

Entering bills

Paying bills

### **Tracking and paying sales tax (Lesson 11)**

Lesson objectives

Supporting materials

Overview of sales tax in QuickBooks

Setting up your tax rates and agencies

Applying tax to each sale

Determining what you owe

Paying your tax agencies

Handout 7: Sales tax

# Module 7 Onsite 2 hour one-on-one session covering Analyzing Financial Data

## \$250.00

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### **Analyzing financial data (Lesson 9)**

Lesson objectives

Supporting materials

Reports and graphs help you understand your business

Creating QuickReports

Creating and customizing preset reports

Saving report settings

Printing reports

Exporting reports to Microsoft Excel

Creating QuickInsight graphs

# Module 8 Onsite 2 hour one-on-one session covering Payroll

## \$250.00

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### **Doing payroll with QuickBooks (Lesson 12)**

Lesson objectives  
Supporting materials  
Overview of payroll tracking  
Setting up for payroll  
Setting up employee payroll information  
Running a payroll schedule  
Tracking your tax liabilities  
Paying payroll taxes

Handout 8: Employer payroll responsibilities  
Handout 9: Payroll item types  
Handout 10: List of payroll expenses and liabilities

## Module 9 Onsite 2 hour one-on-one session covering Estimating and Progress Billing \$250.00

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### **Estimating and progress invoicing (Lesson 13)**

Lesson objectives  
Supporting materials  
Creating jobs and estimates  
Writing an estimate  
Creating multiple estimates  
Creating an invoice from an estimate  
Displaying reports for estimates  
Updating job status

## Module 10 Onsite 2 hour one-on-one session covering Tracking Time \$250.00

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### **Tracking time (Lesson 14)**

Lesson objectives  
Supporting materials  
Tracking time and mileage  
Invoicing a customer for time and mileage  
Displaying project reports for time tracking  
Paying nonemployees for time worked

# Module 11 Onsite 2 hour one-on-one session covering Customizing forms and writing letters in QuickBooks \$250.00

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## **Customizing forms & writing QuickBooks Letters (Lesson 15)**

Lesson objectives  
Supporting materials  
About QuickBooks forms  
Customizing invoices  
Designing custom layouts for forms  
Customizing the design for all your forms  
Using QuickBooks Letters

# Module 12 Onsite 2 hour one-on-one session covering Working with Multiple Currencies \$250.00

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## **Lesson 16: Working with Multiple Currencies (Lesson 16)**

Lesson objectives  
Using multiple currencies with QuickBooks  
Setting up multiple currencies  
Buying and selling items in multiple currencies

# Module 13 Onsite 4 hour one-on-one open ended session covering anything QuickBooks – you pick. \$500.00

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## **Open Ended Session covering what you need to learn.**

This is a great session if you just want to get your books setup and want a tailored class to cover what you need to know to run your business.

# Module 14 Onsite 8 hour one-on-one session covering anything QuickBooks – you pick. \$950.00

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## **Open Ended Session covering what you need to learn.**

This is a great session if you just want to get your books setup and want a tailored class to cover what you need to know to run your business. This class includes integration with add-on solutions and special setup of QuickBooks to meet your needs.