



<u>Date</u>	<u>Topic</u>	<u>Description of Class:</u>
1-Jul	Tracking Income	Setting up customer/clients, invoicing, receiving payments, making deposits, outstanding invoice report and common mistakes
15-Jul	Managing Expenses	Setting up vendors, writing checks, entering & paying bills, entering credit card charges, A/P report and common mistakes
29-Jul	Reconciling Bank & Credit Card Statements	Reconciling bank accounts, finding errors, forcing it, printing reports, reconciling credit card statements
12-Aug	Company File Set Up & Maintenance	Choosing the start date, gathering information, entering new accounts, recording opening balances, entering outstanding transactions, setting closing date, adding/deleting/merging accounts, passwords and more!
26-Aug	Customizing QuickBooks	When you customize QB, it allows you to be quicker and more efficient. Learn the important preferences, customize icons, forms like invoices, customize vendors, customers and employee lists and my favorite tips and tricks
9-Sep	Creating Reports & Financial Statements	We will review types of reports, cash/accrual, modify reports to get the data you need, memorize reports and process multiple reports
23-Sep	Chart of Accounts for Sole Proprietors, S-Corps and C-Corps	The chart of accounts is the backbone of your books. Setting them up properly based upon your entity will be crucial in being able to manage your business with efficiency. Learn how your accounts should be set up based upon what is deductible and how you file taxes
7-Oct	How to Read & Interpret Financial Statements	It is one thing to be able to read your statements. The important part is being able to comprehend what they say. Learn how to understand what your numbers are telling you, manage your business better, set financial goals and learn the profit formula!
21-Oct	Sales Tax Tips & Common Mistakes	Setting up sales tax items, tracking sales tax, paying sales tax correctly and common mistakes
4-Nov	Entering HUD Statements for Real Estate Investors	Does your balance sheet reflect your assets and liabilities correctly? This class will teach you step by step on how to record investment property, mortgage loans, security deposits, closing costs, escrow deposits, PITI, taxes paid in escrow and much more!
18-Nov	Processing 1099's	Setting up vendors, mapping accounts, processing, printing, mailing forms and getting 1099's and 1096's for FREE!
2-Dec	End of the Year Checklist	What do you need to do before the year ends to clean up your QuickBooks file, manage your business and get ready for a tax return? We'll review the 27 item checklist of all you need to know