



Don't Miss These QuickBooks® Training Opportunities

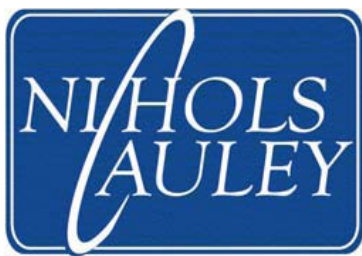
Nichols, Cauley & Associates, Inc now offer QuickBooks Training Courses tailored to meet your needs. Whether you are currently a business already using QuickBooks or a new business just getting started, these courses will provide useful information that will help you establish and maintain an effective accounting system. For more information, contact the office of your choice.



Course Name

- Getting Started
- Setting up with Quickbooks ®
- Working with Lists
- Backups/Retrievals, Online Training, Portals
- Working with Bank Accounts
- Receiving Payments and Making Deposits
- Entering Sales Information
- Tracking and Paying Sales Tax
- Entering and Paying Bills
- Analyzing Financial Data
- Doing Payroll with QuickBooks ®
- Tracking Time
- Setting up Inventory
- Estimating and Progress Invoicing
- Using Other Accounts in QuickBooks ®
- Customizing Forms and Writing QB Letters

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Getting Started

- Gain an overview of the course and the topics to be covered
- Know how QuickBooks® works and how you can get around in QuickBooks®
- Learn common business terms used by QuickBooks®
- See how to exit QuickBooks®

Setting Up

- Discuss decisions that must be made before using QuickBooks®
- Create a new QuickBooks® company using the EasyStep Interview
- Set QuickBooks® preferences in the Interview
- Record the opening balance for a checking account
- Enter customers, jobs, vendors, accounts, and items
- Practice using the QuickBooks® Help tools

Working with Lists

- Edit the company chart of accounts
- Add a new customer to the Customers & Jobs list
- Add a new vendor to the Vendor list
- Learn about custom fields and to practice adding custom fields
- See how to manage lists in QuickBooks®

Backups, Retrieval, Online Training, and Portals**

- Backing up and Restoring QuickBooks® files
- Exporting and Importing Accountant's Copies
- Using Portals
- Data File Transfer systems

**** This session is not part of the QuickBooks® Training Course Series. However, we at Nichols, Cauley believe that with the increasing use of web-based technology and the observation that many clients are not maintaining a current backup, information and instruction on these two subjects would be beneficial to our clients. Again, please be advised that Backups, Retrieval, Online Training and Portals is a Nichols, Cauley & Associates, LLC session and not designed by or promoted by Intuit.**

Working with Bank Accounts

- Learn how to work with registers for QuickBooks® bank accounts
- Demonstrate how to open a register
- Learn the features common to all registers
- Learn when and how to make entries directly in the register
- Demonstrate how to reconcile a QuickBooks® bank account

Receiving Payments and Making Deposits

- Learn how to record customer payments in QuickBooks®
- Learn how to handle customer discounts, partial payments, overpayments, or down payments
- See how to record a deposit in QuickBooks® and learn how QuickBooks® treats the deposit behind the scenes
- Learn how to enter cash back from a deposit in QuickBooks®
- Learn how to process credit cards

Entering Sales Information

- Learn about the different formats available for sales forms
- Save sales and purchase forms in Portable Document Format (PDF)
- Practice creating a new invoice
- Learn the purpose and use of the QuickBooks® Item list
- See how QuickBooks® records the information you enter on sales forms
- Memorize an invoice transaction for reuse
- Add a new item to the Item list
- Add a new price level to the Price Level list
- Associate a price level with a customer
- Create invoice letters
- Generate reminder statements
- Create sales orders (QuickBooks®: Premier and higher)
- Track backorders (QuickBooks®: Premier Industry editions)

Tracking and Paying Sales Tax

- Get an overview of sales tax in QuickBooks® (the steps involved in tracking, collecting, and paying it)
- See how to set up QuickBooks® to track sales tax
- See how to apply sales tax to a sale
- Learn how to determine a business's sales tax liability
- Write a QuickBooks® check to the appropriate tax agency for sales tax liability

Entering and Paying Bills

- Discuss the different ways you can handle bills in QuickBooks®
- Learn how to enter a bill in QuickBooks®
- Use the Pay Bills window to pay a bill in QuickBooks®
- Learn how to enter a discount on a bill from a vendor

Analyzing Financial Data

- Discuss some of the tools QuickBooks® gives you for analyzing financial data: QuickReports, preset reports, and graphs
- Create a QuickReport
- Add a column to a report
- Learn how to move a column in a report
- Learn about the types of preset reports QuickBooks® offers
- Practice creating reports and viewing them onscreen
- Customize a report by changing how it looks and the data it covers (filtering)
- Learn how to process reports in batches
- Save reports as Portable Document Format (PDF) files
- Learn how to export a report to Microsoft Excel
- Practice filtering reports in Microsoft Excel
- Learn about the types of graphs QuickBooks® offers
- Create and customize several graphs

Doing Payroll with QuickBooks®

- Gain an overview of payroll in QuickBooks®
- Learn more about payroll setup
- Set up employee payroll information
- Set up payroll schedules
- Practice writing and printing a payroll check
- Learn how QuickBooks® tracks your tax liabilities
- Practice paying payroll taxes

Tracking Time

- Learn how to track time worked on a project
- Learn how to invoice a customer for time worked on a project
- Create project reports for time tracking and learn about other project reports
- Learn how to set up items used to track time worked by owners or partners
- Learn how to pay nonemployees for time worked

Setting Up Inventory

- Get an overview of inventory in QuickBooks®
- Practice filling out a purchase order for inventory items
- Track the receipt of the inventory items in QuickBooks®
- Adjust inventory manually, to enter a stock loss or increase
- Create, build, and edit inventory assemblies (finished goods) (QuickBooks®: Premier or higher)
- Set up and use units of measure (QuickBooks®: Premier or higher)

Estimating and Progress Invoicing

- Learn how to create job estimates
- Find an estimate in a data file
- Learn to duplicate an existing estimate
- Create an invoice from an estimate
- Display project reports for estimates
- Update a job's status
- Make an estimate inactive

Using Other Accounts in QuickBooks®

- Introduce the other account types available in QuickBooks®
- Learn how to track credit card transactions in QuickBooks®
- Reconcile a credit card account
- See how to make a credit card payment
- Discuss the different types of asset and liability accounts you can create and see how to track assets and liabilities in QuickBooks®.
- Introduce the subject of equity and QuickBooks® equity accounts

Customizing Forms and Writing QuickBooks® Letters

- Learn how to modify a preset invoice form
- Design a custom invoice form
- See how to print invoices
- Learn how to prepare a collection letter for overdue customers

Please contact your local office to register.