



## Business Owner Financial Training

One - 5 hour day of training

Web based classes and classroom training monthly

Learn how to use QuickBooks to run your business effectively.

What will you learn in the course?

- What is the difference between cash and accrual? Which is better for your business?
- What are financial statements? What do they mean?
- Reports – Which ones are useful and how often to run them
- Payroll in QuickBooks
- Job Costing Reports in QuickBooks
- Running Sales Tax Reports
- QuickBooks Basics:
  - Setting up Customer, Vendors and Employees in QuickBooks.
  - Enter Vendor Bills
  - Enter and Send Customer Invoices
  - How to Setup and Use:
    - The Chart of Accounts
    - Items
    - Classes
    - Sales Tax



Course Training Performed by Angela Green - QuickBooks ProAdvisor.  
Visit Our Website For Schedule and Information - [www.GreenAccountingTeam.com](http://www.GreenAccountingTeam.com)

\*\*\*\* Pricing and Course Guideline Subject to Change\*\*\*\*