

Person Huff



CPA Group, LLC
certified public accountants

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QuickBooks Training

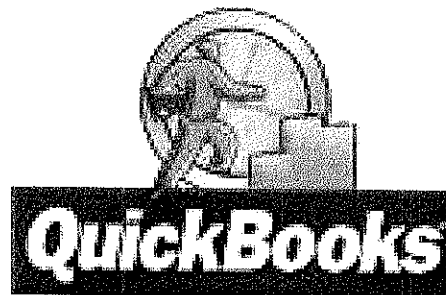
Register Early and Your Company Could Qualify To Obtain ***FREE*** Training Through
The LA Dept Of Labor "Small Business Employee Training Program"

- * Providing that your organization has 50 or fewer employees *
- * Has Operated in the State of Louisiana for a min. of 3 years *
- * And are Current on Payments to LA Unemployment Compensation Fund *

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Hands on Training Done By Local
QUICKBOOKS CERTIFIED
PRO ADVISOR
MATTHEW PERSON, CPA



LEVEL 1 COURSE
DATE: Friday, June 18, 2010
TIME: 8:30am – 4:30pm

LEVEL 2 COURSE
DATE: TO BE ANNOUNCED
TIME: 8:30am – 4:30pm

(SEE NEXT PAGE FOR COURSE OUTLINE)

Training Located at:

New Horizons[®]
Computer Learning Centers

2800 Veterans Blvd, Suite 330
Metairie, LA 70002
www.newhorizons-no.com

849-6600
sales@newhorizons.com

**Have You Ever Thought the Person in Your Office Who Uses QuickBooks
Isn't Getting the Full Use of the Program Because of Lack of Training?**

CALL TODAY TO REGISTER FOR YOUR CLASS
(Seating is Limited to 12 Students per Level Course)
Please Contact Jennifer Fiegel at (504) 780-8299 for Further Details

QuickBooks 2010 - Level 1

Days of Training: 1

Overview

In this course, students will examine how to use QuickBooks to best meet the needs of your business, by being introduced to its basic features.

Prerequisites

A basic understanding of the computer operating system you are using is recommended.

Next Steps

QuickBooks 2010 - Level 2

\$299.00

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Lesson 1: Getting Started

- Starting QuickBooks
- Identifying Components of the QuickBooks Operating Environment
- Opening QuickBooks Centers
- Opening Other QuickBooks Windows
- Identifying Common Business Terms
- Setting Up QuickBooks in Multi-User Mode
- Exiting QuickBooks

Lesson 2: Setting Up a Company

- Creating a QuickBooks Company
- Using the Chart of Accounts
- Entering Account Opening Balances

Lesson 3: Working with Lists

- Creating Company Lists
- Working with the Customers & Jobs List
- Working with the Employees List
- Working with the Vendors List
- Adding Customized Fields
- Managing Lists

Lesson 4: Setting Up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

Lesson 5: Selling Your Product

- Creating Product Invoices
- Making Cash Sales

Lesson 6: Invoicing for Services

- Setting Up a Service Item
- Changing the Invoice Format
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

Lesson 7: Processing Payments

- Receiving Payments for Invoices
- Making Deposits
- Printing Statements

Lesson 8: Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds Between Accounts
- Reconciling Checking Accounts

Lesson 9: Entering and Paying Bills

- Handling Expenses
- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

QuickBooks 2010 - Level 2

Days of Training: 1

Overview

In this course, students will examine some of the more advanced features of QuickBooks to help meet the needs of your business.

Prerequisites

A basic understanding of the computer operating system you are using is recommended.

QuickBooks 2010 - Level 1

\$299.00

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Lesson 1: Customizing Forms

- Create a Custom Template
- Modify a Template
- Print an Invoice

Lesson 2: Using QuickBooks Accounts

- Track Credit Card Transactions
- Work with Asset Accounts
- Work with Liability Accounts
- Understand Equity Accounts

Lesson 3: Creating Reports

- Create QuickReports
- Modify QuickReports
- Memorize QuickReports
- Run Preset Reports
- Modify Preset Reports
- Export Reports to Microsoft Excel
- Print Reports

Lesson 4: Creating Graphs

- Create QuickInsight Graphs
- Customize Graphs
- Print Graphs

Lesson 5: Tracking and Paying Sales Tax

- Use Sales Tax in QuickBooks
- Set Up Tax Rates and Agencies
- Determine the Sales Tax Liability
- Pay the Tax Agencies

Lesson 6: Doing Payroll with QuickBooks

- Use Payroll Tracking
- Set Up for Payroll
- Set Up Employee Payroll Information
- Write a Payroll Check
- Track Tax Liabilities
- Pay Payroll Taxes

Lesson 7: Keeping Track of the Job

- Create Job Estimates
- Work with Estimates
- Track the Time

Lesson 8: Writing Letters

- Use the Letters and Envelopes Wizard

Lesson 9: Synchronizing with Contact Management Software

- Categorize Contact Names in Microsoft Outlook
- Synchronizing with Microsoft Outlook