

Women's Business Center



The **Women's Business Center**, along with **QuickInside**, team to provide a fast and easy way to learn QuickBooks. Learn how to enter data, set up accounts, and analyze your financial statements.

Day 1

Workshop participants will familiarize themselves with QuickBooks courses and topics and learn how to navigate QuickBooks. Instruction will focus on QuickBooks planning and scheduling of companies, utilizing EasyStep Interview and recording opening balance for a checking account. Also included in the session is information on creating customers, jobs, vendors, accounts and items; chart of accounts, customer and jobs list, along with vendor lists, custom fields and management of lists.

Day 2

On Day Two, participants will receive instruction on QuickBooks Bank Account registers and common features, learn about register entries and reconciliation of QuickBooks bank account. Participants will also be introduced to other account types available in QuickBooks, including credit card transactions and reconciliation. Included in the session is information on different types of asset and liability accounts which can be created and instruction on how to track assets and liabilities. Equity and QuickBooks equity accounts will also be featured, along instruction on sales forms, invoices, item lists, invoices & backorders.

Day 3

Day Three includes instruction on QuickBooks customer payments, handling customer discounts, recording deposits, and how a deposit is treated behind the scenes. Participants will learn how to enter cash back from a deposit and how to process credit card payments. Instruction will include information on how to handle billing and payment of bills through QuickBooks.



Fee: \$79 per day

Dates: February 17th, 18th & 19th

Time: 3:00 to 6:00 pm

**Instructor: Raul Cortez,
QuickInside ProAdvisor**

**Where: 3rd Floor, Wells Fargo Bank
Corner of McColl & Trenton
Address: 2852 W. Trenton Rd.,
Edinburg, TX**

**Seating is limited, so call
618-2828 or 630-3331
to save your seat!**