



QuickBooks 2009 Part 1: The Basics

Independent professionals and small businesses use QuickBooks for a wide range of financial business processes, from entering sales receipts to the preparation of basic financial statements and reports. Take this course to develop a strong foundation in QuickBooks 2009.

Learning Objectives

Upon successful completion of this course, participants will be able to:

- Cite the versions and options of QuickBooks available for purchase and lease (or rent).
- Create a new QuickBooks company.
- Design and build a chart of accounts. Modify the preset chart of accounts to suit your needs.
- Cite the major list used in QuickBooks and explain how each Center –Based list is used. Manage Center-Based and Menu-based lists.
- Open and use registers for any QuickBooks balance sheet accounts.
- Reconcile a QuickBooks checking account.
- Invoice customers, create sales orders and print customer statements.
- Receive payments from customers and make bank deposits.
- Write QuickBooks checks and assign amounts to specific expense accounts.
- Enter bills into QuickBooks accounts payable.

Comments from prior attendees.



"The speaker made the class lively and applicable to our jobs."

CPA, Orlando, FL

"Glen presentation was smooth, relaxed and superbly informative, particularly in his handling of ad hoc questions from the floor and providing specific real-life examples. Wonderful!"

Sr. Manager, Seattle, WA

Register today at <http://www.christopher-inc.net/SSCE>

DESIGNED FOR:	Independent Professionals and Small Business Owners
TEACHING METHOD:	Lecture Demo
RECOMMENDED CE:	3 credit hours
PREREQUISITE:	none
COURSE MATERIAL:	Practice files and the program workbook, a 50 to 70 page .pdf file available for download 10 days prior to workshop date at http://www.christopher-inc.net/SSCE
EVENT ACRONYM:	SQB1
LEVEL:	Beginner
MEETING LOCATION:	Solid Source Realty Buckhead Office 20 Lenox Pointe Atlanta, GA 30324
PRICE:	\$39.00 Early registration price is \$34.00 (expires on Feb. XX, 2010)
DATE:	TBA
START TIME:	9:00 AM
END TIME:	1:30 PM

Meet your instructor:



Glen Christopher is a popular and entertaining speaker. Since 1997, Glen has delivered over 1,000 technology presentations and seminars, including programs for:

- Awana International
- NC Association of CPAs
- Middleton Cross Plains Schools
- Hatachi
- WesternCPE
- Guaranty Bond Bank
- Ciena
- American Bible Society

Glen's practice specializes in VBA consulting & design services for financial reporting and data management solutions.