

## **Intro to QuickBooks for Small Business Owners Session Descriptions:**

**March 22nd, 2023 4:00–7:00 pm**

**Intro to QuickBooks for Small Business Owners** – This workshop is designed to guide participants through the initial setup through the daily use of basic bookkeeping with QuickBooks in a non-intimidating manner. A three-hour workshop will be held to provide participants with foundational knowledge and vocabulary concerning QuickBooks. During the workshop, the instructor will walk participants through the setup of QuickBooks and help them create their chart of accounts and learn transactions using actual invoices and receipts from their businesses. This will help build confidence and improve the client's financial literacy. The goal of the workshops is to provide foundational knowledge to make using QuickBooks possible for non-financial business owners. Participants will also be given a list of video resources to help them use QuickBooks after the workshops.

**March 29th, 2023 4:00–7:00 pm**

**Daily Basics in QuickBooks I** - Intermediate I will begin to show clients a more in-depth experience on how to thoroughly create and maintain a set of books. Through hands-on and slow-paced instruction from our QuickBooks experts, business owners will have the opportunity to learn more about managing their revenue and expenses within QuickBooks. We will walk participants through the process of creating bills, paying bills, writing checks, and creating billable expenses. For the business enterprises just beginning, this will allow them to maintain their books with close detail and for business owners with existing businesses, this allows them to learn ways to keep better records.

**April 5th, 2023 4:00-7:00 pm**

**Daily Basics in QuickBooks II** – In this workshop, we will continue the in-depth learnings on QuickBooks from a revenue perspective. Within the previous session, we learned how to enter transactions that allow for accurate accrual-based accounting. Within this session, we venture into the areas of Invoices, Unbilled Charges, Estimates, and Sales Receipts. We instruct the participants on what situations each module would be most appropriate to use in addition to giving several industry-specific activities and how those activities would be booked within these modules. Lastly, we will end the series with a discussion on Journal Entries. While most modules within QuickBooks allow for the entering of transactions, there are certain adjustments a business owner will need to make that could involve a journal entry. We go over what these circumstances may look like and what business owners can do. Additionally, we will investigate various financial reports that most business owners may not know could be useful to them.