

# QuickBooks Series

Feeling intimidated by your financial documents? Have you been avoiding your financial reports and numbers? Want to get a handle on the reports the Banks need? Let us help you discover how you can manage and maintain a solid foundation by learning the fundamentals of accounting. This **12 hour** course is for Entrepreneurs at all levels of their business to gain a more in-depth understanding of their financial management system to take back control of your business through your most valuable resource – YOUR INCOME.

## Reconciling Your Books

- Reconciliation of your Bank Account
- How to Read your Financial Statements & review your business
- Reports – P&L/ Balance Sheets/Cash flow,

## Vendor Transaction

- Learn how to structure your AP (Auto/Manual)
- How to pay and get discounts
- Safety & risk management

## Bookkeeping Concepts

- Accounting Equation
- Debit vs. Credits
- Cash vs. Accrual Accounting
- Importance of reconciling all accounts

## How to set up your Company in QuickBooks

- Learn how to set up your Charts of Accounts
- Get hands-on help with setting up customer transactions
- Learn how to use inventory, and much more

## Customer Transactions

- Invoicing, Receivables, Making Deposit
- Sales Tax
- POS Systems

Tuesday  
September 22nd  
5:00pm – 8:00pm

Thursday  
September 24th  
5:00pm – 8:00pm



Tuesday  
September 29th  
5:00pm – 8:00pm

Thursday  
October 1st  
5:00pm – 8:00pm

**Cost Only \$299**

**Register @**

**"Limited Seating"**

**Zoom Meeting**

**Connect With Us @ <https://linktr.ee/wbccharlotte>**

The Women's Business Center of Charlotte is a program of the Institute and funded in part through a cooperative agreement with the US SBA and the City of Charlotte. Reasonable accommodations for persons with disability will be made if requested at least two weeks in advance.