



## QuickBooks Desktop Course

*Virtual via ZOOM*

### About the Course

This training is geared to new to intermediate level users. The goal of the training is to help users become more proficient and effective with the QuickBooks software so they can use it to better manage their business. Session One will cover Setup and Customization; Session Two includes Accounts Receivable and Reporting; Session Three will cover Accounts Payable and Banking.

#### Goals of the Training

- Introduction to basic features in QuickBooks Desktop and how they apply to best practice bookkeeping principles.
- How to effectively and efficiently use QuickBooks Desktop to manage daily bookkeeping tasks and develop an understanding of how the data is entered, processed, and reviewed.
- How to customize QuickBooks Desktop to meet the specific needs of a business.
- Answer questions and provide "hands-on" training to address individual situations.

### Course Dates and Location

May 6, 13, 20, 2021

Online Via ZOOM

### Registration

Complete registration online with a credit card at [www.northlandcollege.edu/wdsclasses](http://www.northlandcollege.edu/wdsclasses)

Registration Deadline: April 23, 2021

(Registration accepted after this date, but materials may not arrive prior to the first session.)

*Class size is limited*

#### Hours

9:00AM-11:00AM

#### Cost

\$149

#### Instructor

Natalie Remund  
Multi Business Solutions

#### Cancellations

Must be received at least 1 week prior to course start date to receive a refund.

We reserve the right to cancel a class due to low enrollment, and a full refund will be issued.

#### Questions?

Contact Sarah Steinert at  
(218) 683-8649.

[WDS@northlandcollege.edu](mailto:WDS@northlandcollege.edu)

If special accommodations are needed for any activities, please notify us at the time of registration.

# ***Session Details***

## ***Thursday, May 6, 2021 | Session 1 (2 Hours): Setup and Customization***

- *Company/user preferences*
- *Manage users*
- *Chart of Accounts (add, edit, delete, merge, make inactive, and subaccounts)*
- *Sales Tax Center*
- *Items*
- *Beginning Balances and Historical Transactions*
- *Sales and Customer Preferences*
- *Vendor Preferences*
- *Document Center*
- *Helpful Hints & Tips*

## ***Thursday, May 13, 2021 | Session 2 (2 Hours): Accounts Receivable & Reporting***

- *Customer Center*
- *Sales Receipts & Invoices*
- *Receive Payments*
- *Record Deposits*
- *Credit Memos and Apply Credits*
- *Refunds*
- *Memorized and Scheduled Reports*
- *Balance Sheet, Profit & Loss, Audit Trail, Ask My Accountant, Accounts Receivable*
- *Reports, Accounts Payable Reports, Banking Reports*

## ***Thursday, May 20, 2021 | Session 3 (2 Hours): Accounts Payable & Banking***

- *Vendor Center*
- *Write Checks*
- *Enter Bills*
- *Pay Bills*
- *Vendor Credits and Apply Vendor Credits*
- *Print Checks*
- *Bank Feeds*
- *Bank Transactions*
- *Transfer Funds*
- *Reconcile*