

# QuickBooks Desktop Course

## *Virtual via Zoom*



### TRAINING DETAILS

Wednesdays,  
December 1, 8, 15, 2021  
9:00 to 11:00 am

### LOCATION

Virtual via Zoom

### INSTRUCTOR

Natalie Remund,  
Multi Business Solutions

### FEE

\$149 includes materials

## REGISTER TODAY!

[alextech.edu/customizedtraining](http://alextech.edu/customizedtraining)

Click "Browse Current Courses"

**Registration Deadline: November 17, 2021**

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

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.

### Recommendation:

To get the most from each session, we recommend each participant have access to a desktop version of QuickBooks during training. The class will be taught using QuickBooks 2021 version.

*With more than 10 years of experience, Multi Business Solutions is focused on providing our clients QuickBooks training, Accounting, Business Consulting, and Human Resource support. We enable small and midsize organizations to focus on their core capabilities by reducing the stress that comes from bookkeeping, training, and personnel responsibilities. In addition to being certified QuickBooks ProAdvisors and experts in the accounting and bookkeeping space, MBS also has extensive management, and training experience.*

# Session Details

## Wednesday, December 1, 2021 | Session 1 (2 Hours) | Setup and Customization

### 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

## Wednesday, December 8, 2021 | Session 2 (2 Hours) | Accounts Receivable & Reporting

### 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

## Wednesday, December 15, 2021 | Session 3 (2 Hours) | Accounts Payable & Banking

### 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

# Registration Form

**CUSTOMIZED TRAINING CENTER**  
Alexandria Technical & Community College  
1601 Jefferson Street | Alexandria MN 56308  
320-762-4510 | 888-234-1313 | Fax 320-762-4634  
atcc-customized@alextech.edu

Please register me for: \_\_\_\_\_

Please PRINT name as it should appear on a certificate of completion and/or on your transcript.

**First Name**

**MI**

**Last Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

*We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.*

**Birth Date**

		/			/		
--	--	---	--	--	---	--	--

*\*Providing this information is voluntary.  
It assists us in maintaining accurate records.  
Data will remain confidential.*

**Payment** \$ \_\_\_\_\_

*Make checks payable to ATCC or Alexandria Technical & Community College*

Cash    Money Order    Check Number: \_\_\_\_\_

VISA    MasterCard    Discover

Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

*PLEASE do not fax or email credit card information.  
Call 320-762-4510 or 888-234-1313 to make payment arrangements.*

**Billing Information**

**Purchase Order Number:** \_\_\_\_\_

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City State Zip : \_\_\_\_\_

## Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

**Email Addresses** – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

**Cancellations** – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

**Missed Classes** – Refunds will not be issued for any missed class, full class fees are due.

**Late Arrivals** – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

**No Shows** – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

**Accommodations and Dietary Restrictions** - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

This document is available in alternative formats by calling 1-888-234-1222 ext. 4673 or 320-762-4673.  
Alexandria Technical & Community College is committed to legal affirmative action, equal opportunity, inclusivity, access and diversity of its campus community.



A member of Minnesota State