

HarQuin Bookkeeping and Consulting Services

Training Class Offering

Our courses can be taken at our location in Hilliard or at your place of business and are available for individual or group sessions. Our instructors have the knowledge and experience needed to provide you with education you can apply to your professional career. Our instructors are also Certified QuickBooks ProAdvisors. Some benefits to taking our courses are: they are cheaper than conventional college courses, they all use a hands-on learning method, all training materials are provided so there are NO books to buy and after you are finished with a course you will receive a certificate of completion. Please contact us if you are interested in more information about our classes, availability and schedule.

Setting up your QuickBooks

- Introduction to QuickBooks
- Creating a QuickBooks Company File
- Entering Company Information
- Customize QuickBooks for your Business
- Setup an effective Chart of Accounts specific to your industry
- Instruction on using QuickBooks Lists
- Edit the Chart of Accounts
- Working with the Customers and Jobs List
- Working with the Vendor Center
- Adding custom fields
- Managing your lists
- Backing up your QuickBooks File

Using the everyday QuickBooks (divided up into two sessions)

- **Working with Bank Accounts**
 - Setting up a bank account
 - Setting up Online Banking
 - Writing a QuickBooks Check
 - Using Bank Account Registers
 - Entering a handwritten check
 - Transferring money between accounts
 - Reconciling checking accounts
- **Using other accounts in QuickBooks**
 - Other account types in QuickBooks
 - Tracking credit card transactions
 - Working with asset accounts
 - Working with liability accounts
 - Understanding Equity accounts
- **Receiving payments and making deposits**
 - Recording customer payments
 - Making deposits
 - Processing credit card payments
- **Entering and paying bills**
 - Handling Bills in QuickBooks
 - Using QuickBooks Accounts Payable
 - Entering Bills
 - Paying Bills
- **Tracking and paying sales tax**
 - Overview of sales tax in QuickBooks
 - Setting up your tax rates and agencies
 - Applying tax to each sales
 - Determining what you owe
 - Paying your tax agencies
- **Analyzing financial data**
 - Reports and graphs help you understand your business
 - Creating QuickReports
 - Creating and customizing present reports
 - Saving report settings
 - Printing reports
 - Exporting reports to Microsoft Excel

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QuickBooks Payroll

- Overview of payroll tracking
- Setting up for payroll
- Setting up employee information
- Entering in Year-to-date payroll information
- Running a payroll schedule
- Tracking your tax liabilities
- Paying Payroll taxes

Accounting for Small Business (divided up into three sessions)

- Learn accounting fundamentals in a slow paced, hands-on way. Learn to create journal entries and financial statements for a small business. You can finally know what the numbers on your Balance Sheet and Income Statement mean and what is going on behind the scenes in your financial software.

Excel Basics and Beyond

- Understand the different Excel formulas and functions that make a spreadsheet.
- Design and organize a worksheet from the ground up.
- Give your worksheets a visual element by adding charts and graphs.
- Learn how to edit your worksheets by using the copy, move, delete, insert, or replace features.
- Discover how to collect and format your data.
- Solve common printing problems.

Additional Microsoft Office Products courses offered

- Microsoft Word
- Microsoft Access
- Microsoft Outlook
- Microsoft Publisher
- Microsoft PowerPoint