QuickBooks Training for Franchises
— Syllabus —

Session 1 (2 hours)

- Introduction to Accounting
  - Accounting Basics
  - Account Types
  - Financial Statement Types
  - Cash Basis vs Accrual Basis
- Basic Navigation
- Expense Transaction Entry
  - Terminology
  - Expense
  - Checks
  - Credit Card Transactions
  - Bills and Bill Payments
  - Recording Transactions through the Bank Register
  - Vendor Center: Managing Vendor Balances Payable
- Revenue Transaction Entry
  - Terminology
  - Enter Sales Transactions - Detailed Transactions
  - Enter Sales Transactions - Batch Methods
  - Recording Payments
  - Recording Deposits
  - Refunds and Credits
  - Customer Center: Managing Customer Receivable Balances

Session 2 (2 hours)

- Bank Feed
  - Accessing the Bank Feed/Import
  - Using Bank Integrations
  - Rules
- Bank Reconciliations
  - Completing a Bank Reconciliation
  - Undoing Bank Reconciliations
  - Running Bank Reconciliation Reports
- Other Features
  - Classes and Locations
  - Job Tracking

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Session 2 (2 hours) — continued...

  - Budgeting
  - Purchase Orders
  - Journal Entries
- Financial Statements
  - How to Review Transaction Entries for Accuracy
  - Financial Statement Basics
- Qvinci Reporting and Decision-Making
  - Monthly Reports to Review
  - Analytics and Metrics

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Meet the Experts

Lexi Correll
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UniFi

John Logan
Executive Vice President
Qvinci Software