

### Opening Sessions

#### Internal Controls: Your Best Insurance Against Fraud

Every entity tries to prevent fraud and keep financial errors from occurring, but few are willing to acknowledge how vulnerable their operations are. An effective system of internal controls is your best insurance against a potentially devastating loss. Come learn what you need to do to implement new internal controls or strengthen existing ones.

#### Efficiency: It's All About Knowing the Tips and Tricks

We'll share with you hints, tips, shortcuts, and tricks we've discovered to help you get maximum mileage from your investment in QuickBooks and increase your efficiency and productivity. You won't want to miss this fun, fast-paced session!

### First Breakout

#### Job Costing: Understanding the Basics

The set-up process for job costing includes utilizing classes, vendors, items, payroll set-up, customers, and jobs. Once set up, it's important to properly record transactions to get accurate job costing reports. Come to this session to learn about job costing and how to use it in QuickBooks.

#### Set-Up: It's Never Too Late to Change

Are you struggling with your current QuickBooks set-up, organization or design? Come to this session and learn how you can best use classes, vendors, items, payroll, customers, and jobs to track grants, program expenses or other areas of activity. You'll also learn the finer points of entering transactions that utilize your set-up preferences to produce the reports you need to effectively manage your organization.

#### Payroll: More Than Entering Time and Cutting Checks

You've mastered the essentials; now it's time to probe a little deeper and get the maximum benefit from QuickBooks payroll. Join us for this session and learn about items, specifying preferences, using workers compensation, paying and adjusting payroll liabilities, using payroll schedules, creating special payroll checks, and generating quarterly and year end reports.

### Lunch

During lunch we'll showcase a few third party products with the capability to enhance and/or extend the functionality of QuickBooks to offer a high quality solution for your organization.

### Second Breakout

#### Passing Payroll Expenses on to Customers and Jobs

Did you know you can include payroll in job cost reports and pass direct payroll expenses on to your customers via invoices? This session will show you how to do it, with detailed information on timesheets, billing rates, price levels, how to allocate time and overhead to jobs, etc. You won't want to miss this session!

### **The Ins and Outs of QuickBooks Budgets**

Successful organizations live by their budgets, while others struggle to set them up and properly use them. Creating and using a budget isn't as hard as you may think. Join us for this session and learn how to use QuickBooks to set up a budget for your organization, create separate budgets for programs or grants, and generate meaningful reports. We'll also show you how to export budgets to Excel for more sophisticated budget needs.

### **No More Deer in the Headlights Looks: Generating Great Reports**

It's one thing to have great data, but quite another to be able to create reports that everyone can understand and use as a basis for making sound business decisions. Join us for this session and learn how to understand and produce profit and loss statements, balance sheets, and other key reports for managers, board members, and others within your organization.

## **Third Breakout**

### **One Less Headache: Creating and Tracking Change Orders**

A job without any changes? Not likely. As anyone who's been in the business for more than a month knows, tracking those changes can be a nightmare. This session will show you how to create estimates in QuickBooks, pull them to purchase orders, invoice from those estimates, and track the details related to change orders. Don't miss this session!

### **The Unique World of Non-Profit Transactions**

Remember GIGO (garbage in, garbage out)? It still applies. If you enter transactions correctly, you'll get the reports and other information you need to run your organization. If not? Well, good luck. This session will walk you through the variety of transactions you deal with on a regular basis: donations, pledges, invoices, in-kind contributions, bills, etc.

### **Recording Infrequent Transactions**

Let's face it: there are a few tricky transactions out there. Join us for this session and we'll demonstrate unique transactions, including employee advances, electronic fund transfers, lines of credit, prepaid expenses, vendor refunds, trading accounts receivable and payable, recording bad debt, NSF checks, accounting for down payments, and voiding prior transactions.

## **Closing Session**

### **Now It's Up to You**

Your attendance at this conference is a significant investment of time and resources. Now what? If training is all about change—which it is—what are you going to do now to ensure that both you and your organization benefit from your participation today? This final session will help you maximize what you've learned today and begin implementing it!

Learn

Grow

Manage