



QuickBooks Training Classes

**Get the QuickBooks
Training You Need
to Feel Confident in
Your Financial Data!**



B&M Financial Management Services, LLC

Accounting Services & Small Business Consultant Advisors

ACCOUNTING | BOOKKEEPING | TAX PREPARATIONS | SMALL BUSINESS CONSULTING

A DIVISION OF BOOKKEEPING & MORE SERVICES, LLC

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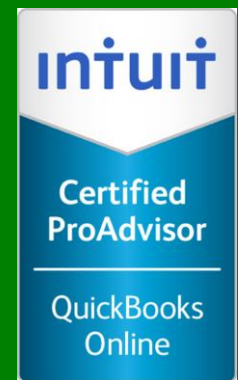


QuickBooks is the most commonly used and trusted accounting software for many small businesses. Used to help manage every day financial data and keep track of small businesses accounting records so they can have the ability to make informed business decisions.

Our QuickBooks training classes are suited for businesses and individuals. We not only teach you how to use QuickBooks effectively, but we also consult with you to help you gain a better understanding of QuickBooks to get you on the right path to tracking and managing your finances with QuickBooks.

Our QuickBooks Training Solutions Offer:

- Personal attention from QuickBooks Expert.
- Hands-on QuickBooks training.
- Learn to use QuickBooks effectively and efficiently.
- QuickBooks Training Guide included.
- Ongoing QuickBooks Training Support
- Advanced Training Available.
- Remote or Local Training Services.



What Should You Know about QuickBooks Training Classes

Our QuickBooks Training Classes are offered in 2 options:

Basic QuickBooks Training

Basic training classes are suited for individuals who never used or have limited knowledge of how to use QuickBooks accounting software program and want to learn the basics of tracking and managing expenses and income in the program.

Advance QuickBooks Training

Customized training classing are suited for individual who have experience using QuickBooks to managing their finances, but they want to learn the most accurate and efficient way to use QuickBooks.

In order for us to provide you with the best training option suited for your needs, it's necessary for us to learn more about your unique needs. Give us a call 914.266.0354 or email: qbsupport@bmfms.com to schedule your free 15 minute QuickBooks consultation.



CLASS OUTLINES

BASIC QUICKBOOKS TRAINING

GETTING STARTED

Tailoring company preferences
Navigating around QuickBooks Tasks

MANAGING LISTS

Overview of using Chart of Accounts
Overview of Products & Services Lists

EVERYDAY TRANSACTIONS

Creating & Managing Vendors Accounts
Creating & Managing Customer Accounts

Selling:

Creating Invoices, Credit/Refunds Memos
& Sales Receipts, Recording Customer
Payments, Deposits

Buying:

Creating Bills, Vendor Credits, Paying Bills,
Recording Credit Card Purchases
Void or delete transactions
Finding transactions

ANALYZING FINANCIAL DATA

Overview of Financial Statements
Customizing Financial Reports



ADVANCED QUICKBOOKS TRAINING

MANAGING EMPLOYEE PAYROLL

Setup QuickBooks payroll
account
Setup employees, payroll
items
Process paychecks
Prepare tax forms

MANAGING BANK ACCOUNTS

Working with online banking
Writing Manual Checks
Using Bank Account
Registers
Transferring Funds Between
Accounts
Reconciling Checking
Accounts

PLANNING & BUDGETING

Creating budgets with
QuickBooks
Setting up Cash Flow
Projections (desktop only)

MANAGING FINANCIAL REPORTS

Importing transactions and
lists
Exporting lists and reports
Creating collections,
reminders, and thank you
letters in QuickBooks

SETTING UP INVENTORY

Entering Products into
Inventory
Ordering Products
Receiving Inventory
Paying for Inventory

YEAR END CLOSINGS

Setting up 1099 contractors
Printing yearly 1099
Setup sales tax features
Creating accountants
copy

**CONTACT US TODAY TO DISCUSS YOUR
QUICKBOOKS TRAINING NEEDS. CALL
914.266.0354 OR EMAIL
QBSUPPORT@BMFMS.COM**



Training Classes are provided locally at your location or remotely from any computer. Duration of classes: *2-hour minimum for each visit. Rates start at \$250.00 (per student) for 2-hour class; each visit (additional hours during visit will be billed at a rate of \$125.00). *Weekend sessions can be arranged, please note that there will be an additional fee will apply. (Travel fees may apply)*

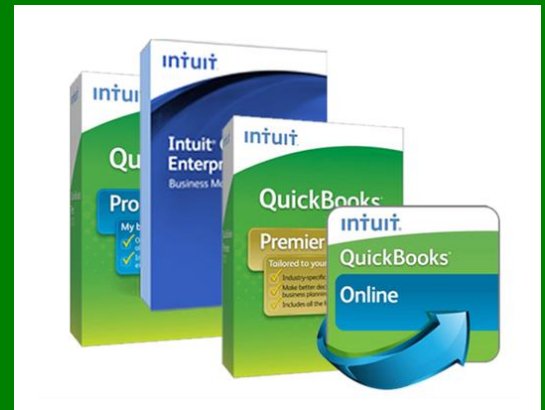
QuickBooks Online account or QuickBooks desktop software must be installed on computer (training can be combined with QuickBooks Setup Services (additional fees will apply). You may [purchase QuickBooks](#) at a discount through B&M Financial Management if you don't have the software.

A QuickBooks Training Guide is provided to each student and *Ongoing QuickBooks training support is available for students after they've completed the class. Q&A will be available between each segment of topics.

Where Do You Offer QuickBooks Training Classes?

In-house classes are offered in Westchester County, NY - Rockland County, NY - Greenwich, CT - Stamford, CT - NYC and some parts of NJ (please contact us to confirm we provide one-on-one QuickBooks training services in your area). Mileage reimbursement will be requested for some visits outside of Westchester County, NY.

If you live outside these areas, remote training classes



Call us for your free consultation at (914) 266-0354 to discuss our QuickBooks Training options or email us at qbsupport@bmfms.com.

*Ongoing QuickBooks Support Program includes clean up of your accounting data, trouble shooting and resolving any issues you may experience with using your QuickBooks software.

NEED TO PURCHASE YOUR QUICKBOOKS SOFTWARE? B&M Financial Management Services is an authorized affiliate for Intuit QuickBooks software packages and plans. Inquire about discount rates.