

QuickBooks for Integrators™ Course Outline

Session 1

Configuring Your Chart of Accounts & Item List

- » Inventory vs non-inventory pros and cons
- » Using generic items to track job consumables
- » Working with Groups and Subtotals
- » Working with a separate design program
- » Exporting Item List to Excel
- » Homework – Modify your Item List

Session 2

Estimates and Requests for Payment

- » Building an estimate by item, by phase
- » Creating “dollars-only” QB estimates from your design program
- » Doing an instant “TLM profit analysis”
- » Getting the Look You Want for your estimates
- » Creating & Tracking Requests for Payment
- » Discount Items & Discount Groups
- » Homework – Complete Chart & Item List modifications, submit to Coach for review.

Session 3

The Transaction Process

- » Ordering & receiving generic parts
- » Ordering and receiving Merchandise items
- » Job Flow transactions – the complete process
- » Tracking customer balances in AR
- » Setting up your payroll accounts for accurate labor cost tracking
- » Homework – start entering transactions in your “live” file, if you feel ready; practice in a test file, if not

Session 4

Key Bookkeeping Practices

- » Entering & Paying Bills
- » Entering & reconciling credit card charges
- » Loans & loan payments
- » Payroll administration
- » Tracking customer deposits as a liability

TLM Management Practices

- » Plan – Creating your monthly plan
- » Act – Sales & pricing management
- » Review – Weekly, Monthly & Quarterly meeting agendas
- » Time to implement!
- » Homework – one-on-one call with Coach