



## HOW TO STREAMLINE YOUR FISCAL OPERATIONS THROUGH COMPUTER BASED ACCOUNTING

### Advanced Fiscal Management for Executive and Program Directors and Treasurers/Finance Committees

*Presented in regular English for the non-financial / non-computer expert!*

*We'll use Quick Books as the demonstration for this class, but the concepts will apply to most computer based systems*

- a) How to use a computer based accounting system – basics
  - Finding customer information
    - Balance due
    - Payment history
    - Contact information
  - Finding vendor information
    - Payables due
    - Payment history
  - Finding banking information
    - Bank account balances
    - Cleared/outstanding checks
    - Deposit history
  - Writing computer generated checks and entering manual checks
  - Producing customer statements, annual summary reports, etc.
  - Producing standard financial reports
- b) How to set up an automated system through Quick Books
  - Setting up and editing your chart of accounts and budget
  - Creating invoices and recording payments
  - Recording and paying bills
  - Printing checks
  - Recording deposits
- c) Advanced Quick Books
  - Creating an effective chart of accounts
  - Using memorized transactions / dangers of memorized transactions

- Reconciling bank statements
- Adjusting invoices / How to do a journal entry
- How to handle monthly accruals, deferrals and prepaid expenses

5223 Scotch Ridge Road  
Duanesburg, NY 12056-2219

TEL 518.895.2939

FAX 518.895.2947

E-MAIL [info@KriegerSolutions.com](mailto:info@KriegerSolutions.com)

WEB [www.KriegerSolutions.com](http://www.KriegerSolutions.com)