QuickBooks Conference Kit – Session Titles and Descriptions

Managing Risk: Looking Under Your Hood

In many ways, accounting functions are the engine that keeps your organization running smoothly. Come learn about internal controls, the "wires" that connect processes and procedures to help minimize the likelihood of fraud, guard against identity theft, and responsibly manage risk.

Plug in to the Power

The QuickBooks Wizards will kick off the conference by offering hints, tips, shortcuts, and options that will help you utilize the software's incredible functions and features. Join us for this session and learn what it takes to become a QuickBooks power user!

Tricky Transactions in Accounts Receivable

Accurately recording income is imperative to the success of your business. This session will focus on properly handling challenging transactions in accounts receivable: writing off bad debt, recording bounced checks, dealing with overpayments and underpayments, etc.

The Nuts and Bolts of Payroll

Uncover the powerful capabilities found in QuickBooks payroll! From start to finish, QuickBooks payroll gives you the tools you need to complete your payroll and avoid common errors. This session will also include information on the different payroll subscriptions available.

Enhance Your Basic Accounting Knowledge

This session will define and illustrate how QuickBooks can help you follow the six basic principles of accounting: reporting, reliability, comparability, cost, revenue, matching. We'll also cover the proper use of account types and how to read balance sheets and income statements.

Flip the Switch to Advanced Reporting

You've been entering data into QuickBooks for some time now. Are you getting the information you need back from it? Is the information meaningful? Does it help in other parts of your business? This session will teach you how to get important, meaningful data from QuickBooks.

Power User Tools

Come to this session and see some of the powerful tools available to extract, import and analyze QuickBooks data outside of QuickBooks. Learn how you can easily use software tools such as QODBC (QuickBooks Open Data Base Connectivity) to produce the additional information your organization needs.

Cafeteria Plans: A Different Kind of Power

Want to plug in to a different kind of power? Come to this session to learn how a well-designed Cafeteria Plan for employee benefits can be a powerful tool for attracting and retaining the best talent in today's tight labor market. A responsive flexible benefits package sends a powerful message to both current and potential employees; come learn how to get started.

What Can QuickBooks Do for Your Non-Profit?

As a non-profit, your organization has some unique accounting needs. Come to this session and learn how to use QuickBooks to track donations (monetary, in-kind, restricted, and unrestricted) and pledges, as well as expenses. We'll also cover how to track grants and special project fund income and expenses.

QuickBooks Third Party Products

Do you need a more sophisticated inventory system? What about credit card processing or entering timesheets online? Plug in to the power of third party products! In this session, we'll demonstrate QuickBooks Point of Sale and Merchant Services and show you some of the hundreds of industry-specific products that can be integrated with QuickBooks.

QuickBooks: The Contractor's Power Tool

The power of the contractor edition is in obtaining a true picture of gross profits. Join us for this session and discover ways to allocate your overhead and labor burden. Come and learn best practices for utilizing items, classes, and chart of accounts for proper job costing and how to use the purchase order feature to control subcontractor bids.

Keeping the Power On: Safeguarding Your Data Files

Your QuickBooks files contain critical information about your business and its employees. Do you know how to manage and properly protect these files? Come to this session and learn the differences between file types, how to back up and restore files, how to clean up and rebuild damaged company files, and how to share data and access it remotely.

Tricky Transactions in Accounts Payable

Accurately recording expenses is crucial to the bottom line of your organization. This session will teach you how to account for such things as voiding prior period checks, recording employee purchases, handling debit cards and petty cash, and other tricky accounts payable transactions.

Improving Communication within Your Organization

The quality of communication within your organization can significantly impact—either positively or negatively—organizational unity, organizational culture, trust in leaders, recruitment and retention, and your organization's reputation. Join us for this session and learn key principles that will significantly improve your internal communication.

Integration with Microsoft Products

Come learn how to synchronize vendor and customer information with Outlook contacts, how to create letters and labels for customers, vendors, and employees, and how to spool data to Excel and use features that group, outline and filter data. Don't miss this session!

Healthy Now, Healthy Tomorrow: Protecting the Future of Your Business

Seeing the business continue to prosper after handing over the keys to someone else is the dream of most owners. Realizing that dream takes careful planning. Come to this session and learn about exit strategies, succession plans, personal financial planning, and key documents that need to be in place to protect the future of your business.

What's New in 2010

This presentation outlines the new features in QuickBooks 2010. It highlights the following topics:

- Redesigned Report Center
- Customizable Company Snapshot window
- Custom fields with definable format
- Document management
- Add or edit multiple list entries
- Improved form customization
- Electronic signatures on checks
- New Online App Center
- Change assembly components on the fly - QBES
- Improved Intuit Statement Writer - QBES

Year End for QuickBooks Users

We are rapidly approaching the end of the year! Are you ready for 2010? This session covers topics that help you get ready for the new year including preparing for and generating W-2s and 1099s, understanding fringe benefits, properly recording personal use of a corporate vehicle (includes custom handouts), new rates for 2010 and essential year end accounting practices.