



## Course Outline:

Course video can be found at <https://gumroad.com/l/pJbg>

Understanding the profit and loss statement

What is income?

What are expenses?

Creating a sample P & L

Understanding the difference between invoices and receipts

QuickBooks walk through:

Setting up company

Creating a client list

Creating a service list

Adding a bank account

Creating an opening balance

Entering expenses

Accessing the customer center

Creating invoices and receipts to record income

Receiving payments

Recording deposits

Recording merchant fees in the same deposit as income

Accessing reports (profit & loss)

Disclaimer: Because of the volume of questions I may receive, I won't be able to get back to all questions. If you'd like constant bookkeeping help or services, you can sign up to a client of mine for a small monthly fee. Feel free to email me at [Leah@pointandbalance.com](mailto:Leah@pointandbalance.com) Feedback about the course is always welcome,

If you do not receive your certificate after completion of the quiz within 24 hours, please contact me.

To complete the quiz please go to:

<http://goo.gl/forms/nHb5An6YrQ>