

ExpenseKeeper
Course Outline

- I. Getting Started.
 - A. Sample Books.
 - B. Creating a Financial Book.
 - 1. Selecting a template chart of accounts.
 - 2. Setting Up Bank Accounts.
 - 3. Setting Up Accounts.
 - 4. Setting Up Pay To Accounts.
 - 1. Vendors.
 - 2. Creditors.
 - 3. Employees.
 - 5. Entering Beginning Balances.
 - C. Transacting Business.
 - 1. Entering Checks to Vendors.
 - 2. Entering Debits.
 - 3. Entering Deposits.
 - 4. Making Adjustments.
 - 5. Setting Up Loans/Lines of Credit.
 - D. Changing Postings.
 - E. Reports.
 - 1. Features Common to Reports.
 - 2. Bank Statements.
 - 3. Income/Expense Reports.
 - 4. Detail Transaction Register.
 - 5. Deposit Register.
 - 6. Check Register.
 - 7. Creditor Statement.
 - 8. 1099 Vendors.
 - F. Advanced Topics.
 - 1. Transferring Funds.
 - 2. Petty Cash Accounts.
 - 3. Changing/Re-assigning Accounts.
 - 4. Re-Calculate Bank Balance.
 - 5. Backing Up/Restoring a Financial Book.
 - 6. Reconciliation.
 - 7. Re-index Files.
 - 8. Sending Books Offsite.
 - 9. Receiving Books.
 - 10. Copy Book
 - G. Linking to ChurchKeeper