



An Introduction to Farm Quickbooks

**Sponsored by: UVM Extension
In Partnership with:
Northeast Sustainable Ag speakers fund,
Yankee Farm Credit**

**Where:
Champlain Valley Exposition– Dec. 2nd
Blue Ribbon Pavilion**

**Middlebury Extension Office - Dec. 5th
68 Catamount Park, Suite C**

**9 – 3 pm
Lite Lunch provided**

Cost: \$35.00 for the day

Guest Speaker: Lisa Young – Yankee Farm Credit – Williston, Vt.

Pre-Registration: by Nov. 26th

**1-800-639-2130
UVM Extension
278 South Main St.
St. Albans, Vermont
Glenn Rogers, Peggy Manahan**

Class size limited to 20 people

Who: Anyone who has the desire to do some farm bookkeeping using your computer. It's open to all agricultural producers: Most beneficial to the new Quickbooks user. There will be tips for the user who's using Quickbooks as a check register and not using the power of the program.

If you require accommodations to participate in this program, please let Glenn Rogers 802-524-6501 know by November 21 2008.

Program: An Introduction to Farm Quickbooks
Dec. 2nd- Champlain Valley Expo-Blue Ribbon Pavilion
Dec 5th- Middlebury Extension office

Registration 9:00

9:05 – 9:30

Lesson 1: Setup -. What information you need to start Quickbooks for the first time. From the start date, to the balance sheet to accounting method.

9:30 – 9:45

Lesson 2: The home page! Overall look. Icons vs. tool bar vs. drop downs.

9:45-10:30

Lesson 3: Managing the various lists which include setting up Vendors, Customers, editing the chart of accounts QB setup during the setup process. Tailoring to your specific business.

10:30 – 11:30

Lesson 4: Using the register &/or using forms to enter checks and deposits.

11:30 - noon

Lesson 5: Using Accounts Receivable, receiving payments and making deposits.

12:00 – 12:45 – Lunch

12:45 – 1:30

Lesson 6: Using Accounts Payable, paying bills and printing checks.

1:30 – 2:15

Lesson 7: Bank Reconciliation, discrepancies-Never ever - ever warnings! Things not to do.

2:15 – 2:45

Lesson 8: Reports. Which ones? Understanding them, identifying problems.

2:45 – on wrap it up and if time....

Lesson 9: Payroll

For Further info – contact Glenn Rogers, 1-800-639-2130